

**Fleet and Industrial Supply Center Jacksonville**

**Contracting Department**

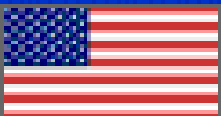
# **CUSTOMER GUIDE**



***“Delivering Combat Capability Through Logistics”***

**JULY 2002 EDITION**

# *Southeast Region and South Texas Partners*



*Central America*

Caribbean Island and South America





**DEPARTMENT OF THE NAVY**  
**FLEET AND INDUSTRIAL SUPPLY CENTER**  
**JACKSONVILLE, FLORIDA 32212-0097**

IN REPLY REFER TO:

July 2002

From: Director of Contracting  
To: All Navy Customers

Subj: Contracting Department Customer Guide

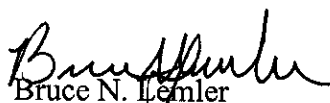
Our purpose is to deliver combat capability through logistics by providing outstanding procurement support. We have aligned our Contracting Department to support the mission of providing Navy, Marine Corps, Joint and Allied Forces quality supplies and services on a timely basis. During the past few years our regional procurement oversight and authority has expanded, as a result, we have enclosed a culmination of what we think will be an invaluable tool for you when preparing your procurement documents and for a better understanding of the "One Touch Supply" vision.

This Contracting Department Customer Guide was designed for all of our customers and procurement specialists located in the United States Navy Southeast Region. Our customer base includes customers as far south as the Caribbean Islands, as far east as Florida, as far west as Texas and as far north as North Carolina. To support these areas, the Naval Supply System Command (NAVSUP), Fleet and Industrial Supply Center Jacksonville (FISC JAX) has detachments located in Charleston, SC, Kings Bay, GA, Mayport, FL, Jacksonville, FL, Pascagoula, MS, Key West, FL, Corpus Christi, TX, Kingsville, TX, and Ingleside, TX.

As you will note when reading through the guide, there are sections that may or may not pertain to your organization. We recognized this, but because it was developed for all customers we are encouraging you to tab any and all sections that are peculiar to your particular procurement. It is our hopes that this guide will become a working part of your procurement tool kit.

We plan to update this guide twice a year so if there is something you would like to see in the next version please contact Janell Palmer, at (904) 542-1251 or via email at [Janell\\_G\\_Palmer@jax.fisc.navy.mil](mailto:Janell_G_Palmer@jax.fisc.navy.mil). In this version we added the Contracting Department telephone list and email addresses.

I am confident that this guide coupled with training from the FISC JAX Contracting Department will satisfy your procurement needs and ultimately lead to improved fleet support and a better understanding of "One Touch Supply"...it is our vision of the future.

  
Bruce N. Lemler  
Commander, SC, USN

**FLEET AND INDUSTRIAL SUPPLY CENTER JACKSONVILLE  
CONTRACTING DEPARTMENT  
CUSTOMER GUIDE**

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## INTRODUCTION

The Fleet and Industrial Supply Center (FISC) Jacksonville main site is located at Building 110, 3<sup>rd</sup> Floor, 110 Yorktown Ave., Naval Air Station, Jacksonville, Florida. FISC Jacksonville maintains contracting sites and detachments in various locations throughout the Southeast Region for simplified acquisition procedures (SAP) (less than \$100,000). All large purchase (LP) contracts (greater than \$100,000) are processed at the FISC Jacksonville main site.

## PURPOSE

This guide provides Fleet and Industrial Supply Center (FISC) Jacksonville customers with information to assist in the preparation and submission of a comprehensive and workable procurement package. It is intended for use as a handy reference for the preparation of requests for contractual procurement. When properly used, it will save both technical and contracting offices considerable time and administrative expense.

## POINTS OF CONTACT

CDO, For emergency after hours requests	1 800 962-3494
Director of Contracting	DSN: 942 (904) 542-1064
Deputy Director of Contracting	DSN: 942 (904) 542-1065
Director of Special Projects/NMCI	DSN: 942 (904) 542-1073
Director of Large Contracts	DSN: 942 (904) 542-1062
Director of Policy and Analysis	DSN: 942 (904) 542-1251
Director of SAP and Operations	DSN: 942 (904) 542-1250
Mainsite/NADEP Supervisor	DSN: 942 (904) 542-1250
Kings Bay Supervisor of Purchasing	DSN: 573 (912) 673-2124
Mayport Supervisor of Purchasing	DSN: 960 (904) 270 5699 X150
Pacagoula Supervisor of Purchasing	DSN: 358 (228) 761-2120
Charleston Supervisor of Purchasing	DSN: 794 (843) 764-7292
Corpus Christi/Ingleside/Kingsville Supervisor of Purchasing	DSN: 861 (361) 961-3662
Voucher Payment Supervisor	DSN: 942 (904) 542-1048
Key West Supervisor of Purchasing	DSN: 483 (305) 293-2212
Meridian Supervisor of Purchasing	DSN: 637 (601) 679-2163
See Enclosure (11) for Contracting Department Telephone Listing	
See Enclosure (12) for Contracting Department Email Addresses	

- Encl: (1) Items Requiring Special Attention  
(2) Lease-Purchase Justification  
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- (10) FY Requisition Submission Deadlines Notice
- (11) FISC Jacksonville Contracting Department Telephone Listing
- (12) FISC Jacksonville Contracting Department Email Address Listing

### **CUSTOMER SERVICE STANDARDS**

To ensure that your expectations are met, it is very important that you include us in the beginning of the conceptual/action planning process, regardless of the dollar value of your requirement. Our goal is to be a business partner with you throughout the procurement process from the inception of your request until the contract is completed. We call this cradle to grave. You do not need to wait until you receive a hard copy of the funding before we start talking. Just give us a call and within 3 working days you will be contacted by one of our contracting support representatives. They will work closely with you to ensure we satisfy your requirements and meet the applicable Procurement Administrative Lead Time (PALT) set forth below:

**REQUIREMENTS <\$25K:** Our average PALT for these requisitions, including those associated with GSA and UNICOR buys, will be Pierside 10 working days and Non-Pierside 20 working days after acceptance of your complete purchase request by our office. Our goal is to ensure none exceed 25 days.

**REQUIREMENTS \$25-\$100K:** Our average PALT for these requisitions, including those associated with GSA or UNICOR buy, will be within 45 working days after acceptance of your complete purchase request by our office. Our goal is to ensure none exceed 60 days. **NOTE:** You should receive an email acceptance memo with a procurement plan within five working days after acceptance of your requisition in the Contracting Department for all competitive procurements over \$25,000.

**COMMERCIAL ITEMS \$100K-\$5M:** Our average PALT for these requisitions, including those associated with GSA schedules, will be within 75 working days after acceptance of a complete purchase request by our office. Our goal is to ensure that none exceed 120 days. **NOTE:** You should receive an email acceptance memo with a procurement plan within five working days after acceptance of your requisition in the Contracting Department for all competitive procurements over \$25,000.

**ALL OTHER PREAWARD REQUIREMENTS:** For all other contract requirements, such as base operating support services, mess attendant services, OMB A-76 Circular studies, complex supply buys, analyst support services, etc., which are greater than \$100K, **it is critical** that you involve us in the conceptual/early planning stages. We can then provide recommendations/guidance on what might be the best approach, e.g.: best value, oral presentations, source selection plan development, incentives, oversight, milestones, etc. Our goal is to complete 95% of these more complex and high visibility requirements within the jointly developed timeframes set forth in the final procurement milestone plan.

**MODIFICATIONS:** Our average PALT for administrative modifications not requiring the contractor's signature (bilateral), will be within 5 working days after acceptance of your complete package by our office.

**PAPERLESS DISTRIBUTION OF PURCHASE ORDERS, CONTRACTS AND MODIFICATIONS:** Our goal is to pursue a paperless environment and electronically distribute all contracts and modifications awarded on the DOD Standard Procurement System to the e-mail address(s) of your choice within 1 working day after the document has been released by the contracting officer. To accomplish this goal, we require those e-mail addresses to be provided with your requisition.

**STANDARD E-MAIL DISTRIBUTION LIST FOR ALL CONTRACTS AND MODIFICATION DOCUMENTS.** Identify and provide the e-mail addresses of all those people within your command who must receive a copy of **every** purchase order, contract, or modification issued by our office. All commands should submit this list to Janell\_G\_Palmer@jax.fisc.navy.mil. (Note: contractors will also receive contract award documents via e-mail.)

**ADDITIONAL E-MAIL DISTRIBUTION UNIQUE TO EACH CONTRACT ACTION.** On every purchase request for a modification, provide any additional e-mail addresses for distribution of the resulting contracting document. In addition, e-mail Addresses for technical points of contact must be identified on **ALL** purchase requests. Our buyers will use e-mail to contact your technical POC if there are any questions.

**CUSTOMER FEEDBACK:** Following the completion of our contracting support, please go to the NAVSUP web site at <http://www.ec.navsup.navy.mil/contracting> and complete the customer satisfaction survey so we can get immediate feedback from you regarding the quality of services you received. If you do not have access to the Internet, let your contracting representative know and they will get the survey to you either via e-mail or fax.

**AFTER-THE-FACT-PURCHASES - UNAUTHORIZED COMMITMENTS.** NAVSUPINST 4200.85C, Chapter 1 requires that a requisition be prepared and approved before the Contracting Officer initiates purchase action. The award date of the order cannot be after the performance period specified. FISCJAX Contracting Officers are not authorized, under any circumstances, to issue purchase actions after the fact. Requisitions received after performance has already commenced should be referred to the Director of Policy and Analysis for proper processing of the unauthorized commitment. **Your Commanding Officer will be notified of every unauthorized commitment.**

## **FISCAL YEAR REQUISITION SUBMISSION DEADLINES**

FISC Jacksonville Notice 4235 is issued each year to improve the procurement planning process and to ensure the timely obligation of customer annual funds. This notice is applicable to all activities that submit purchase requests to the FISC Jacksonville Contracting Department and all detachments and sites for action. It discusses Procurement Administrative Lead Time (PALT) forecasts and the required deadline dates for submission



of purchase requests. The calendar dates change but the time frames remain the same. See enclosure (10) for FY02 notice.

**Note: Every effort will be made to process all requirements, time permitting. Requisitions submitted after normal cut-off dates will be processed based upon priority and end of Fiscal Year time constraints. Every effort should be made to submit requirements within the established cut-off dates in order to ensure timely processing of requirements and obligation of funding.**

### **PURCHASE REQUEST DESCRIPTION, EXAMPLES & SCREENING REQUIREMENTS**

**PROCUREMENT PACKAGE:** Ensure that procurement packages are complete and that your requirements are clearly defined. A complete/workable purchase request allows us to provide immediate service to our customer and saves you from expending time and resources on costly rework and re-submissions. A purchase request (PR), sometimes called a requisition, shall be prepared and approved before the contracting officer initiates a purchase action. Incomplete PRs will be returned to the initiator (customer) for correction.

**ADEQUATE DESCRIPTION OF THE REQUIREMENT:** The supplies/services must be described in a manner which will encourage maximum competition (this includes rental and maintenance of IT equipment) and eliminate any restrictive features which limit acceptable quotes to one contractor's product. Methods of describing requirements include:

- a. **Purchase Description.** A purchase description is the most common and preferred method of describing simplified acquisition requirements. An adequate purchase description should set forth the essential physical and functional characteristics of the supplies/services required. It should not be unduly restrictive and shall not specify a product peculiar to one manufacturer (e.g., by manufacturer, brand name and part number (P/N) only) unless it is essential to the Government's requirement; and other similar products lack the particular feature necessary to meet the Government's minimum requirements. A purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirement:
  1. Common nomenclature;
  2. Kind of material (i.e., type, grade, alternatives, etc.);
  3. Electrical data, if any;
  4. Dimensions, size, or capacity , (minimums and maximums);
  5. Principles of operation;
  6. Restrictive environmental conditions;
  7. Intended use, including location within an assembly and essential operating conditions;
  8. Equipment with which the item is to be used;
  9. End item application;
  10. Original Equipment Manufacturer's Part Number, if applicable; and
  11. Other pertinent information that further describes the item, material, or service required.

- b. **Military/Federal Specifications.** When simplified acquisition procedures are used, commercially available items are preferred. **Military/Federal (MIL/FED) Specifications are discouraged and should only be used as a last resort.** However, if the customer describes the item by a MIL/FED Specification, the ordering data contained in paragraph 6.2 of each specification must be included. When a MIL/FED specification is used, the buyer must check to see if a Qualified Products List (QPL) applies. If a QPL does apply, award can only be made to a contractor whose product is listed on the QPL.
- c. **Brand name or equal.** Generally, the **least preferred** and minimum acceptable competitive purchase description of a requirement is the identification of a requirement by use of a brand name followed by the words “or equal”. (Brand name or equal cannot be used for requirements greater than \$100,000.) **This technique should only be used when a more detailed description cannot feasibly be made.** All known brand name items meeting the requirement should be included. Brand name or equal descriptions must also set forth those salient physical, functional, or other characteristics of the brand name product which are essential to the Government’s needs. These characteristics must be provided by the customer in the PR. If such information is not included, the PR must be returned to the customer for more information/cancellation. Any contractor who submits a quotation on an “equal product” is required to clearly identify the item by brand name (e.g., catalog, description, etc.) which shows that the offered product meets the salient physical, functional, and essential characteristics required. This data is then furnished to the customer who must determine if the offered product is in fact equal to the brand name specified. If the product is not equal the customer shall submit a written determination explaining why the “or equal” product is not acceptable.
- d. **Statements of Work.**
- (1) If the requested requirement is a service, the PR should include a **detailed** statement of work (SOW), which should include a **description** of the work to be done, **where and when** it is to be done, and **what end result** is expected. The procurement package should include a detailed evaluation plan describing specifically how offers will be evaluated. The SOW shall specifically and completely describe the work the contractor must perform. Describe the desired outcome and results of the service. The contractor will perform only the work described in the SOW. If service is for repair of equipment, provide the make, model, serial number, and acquisition cost of the equipment being repaired. The specifications must state the Government’s minimum requirements. The Government’s specifications should be independently developed, however, you may use technical information gathered during market research. **Do not furnish a vendor’s quote as Government specifications.** Except in extraordinary circumstances, the cost of the repair should not exceed 50% of the acquisition cost. Equipment repair or installation service requests must include the present or proposed location of the equipment and a customer point of contact.

(2) Examples of a Statement of Work:

a. Incorrect

Bench Test and Calibrate SSTG Woodward Governor

b. Correct

Labor and material to overhaul, bench test, and calibrate one SSTG Woodward Governor P/N 8240-203 (Woodward), Model EGB10C, S/N SSTG. Contractor to provide Technical Representative services for shipboard Governor operation and testing with time being limited to (8) eight hours at regular time rate. Repairs to include disassembly, cleaning, inspection, repair, and reassembly. Notification of readiness for bench test observance by ships forces point of contact. Bench test in observers' presence and set linkage to proper ratio as per factory specifications. New parts shall be installed. Use of reconditioned or used parts is unauthorized.

**QUANTITY and UNIT of ISSUE.** The contracting officer shall normally purchase the exact quantity stipulated on the PR; however, when an upward adjustment in quantity is desirable in order to obtain the most economical buy, or where it is otherwise advantageous, the purchasing activity may make such adjustment provided the adjustment does not exceed funding restrictions annotated on the face of the requisition or:

- a. On a case-by-case basis the PR originator is contacted for authority to adjust the requested quantity; or
- b. The originator has a pre-established written agreement with the contracting officer which automatically allows the contracting officer to effect changes to the PR quantity.

In all cases where the originator authorizes the purchasing activity to effect automatic adjustments in quantity to obtain the most economical buy, a restrictive statement to prevent over expenditures shall be annotated on the face of the requisition. This statement shall read: "This requisition subject to fund limitation. Do not initiate supply action which will result in charges in excess of \$\_\_\_\_\_."

**DELIVERY INFORMATION.** Required delivery information would include information such as required delivery date or period of performance, place of delivery, if partials will be accepted, and priority designator, if appropriate. The required delivery date (RDD) must be stated as a specific calendar date (Julian dates are acceptable).

**UNIQUE REQUIREMENTS.** Any other unique requirements such as marking, packing, or a Transportation Accounting Code (TAC) shall be included as necessary.

**PRICE ESTIMATE.** A price estimate and the basis upon which the estimate was developed; (i.e. previous buys and prices paid for same or similar item, catalog prices, newspaper advertisements, etc).

## **FUNDING.**

a. Each purchase request shall contain adequate funding to support the requirement. This is usually shown by approved accounting and appropriation data and an estimated dollar amount. This requirement is necessary unless the requirement is backed by a bulk-funding document. The estimated cost shown on the PR is the amount that has been committed by the requiring activity to cover the purchase of the requested supplies or services. Responsibility for controlling the obligations of funds and the limitation of such funds is vested exclusively in the allotment holder or his designated representative. Consequently, NAVCOMPT Form 2276 contains a certification by the approving signature block stating, "I certify that the funds cited are properly chargeable for the items requested." For any other PR/requisition form the person signing/approving the document is also making the certification even though it may not be preprinted on the PR form itself.

**b. Purchase Requests (PRs) Containing Restrictions as to Availability of Cited Funds.** If the PR contains a cut off date for obligation of the cited funds, every effort shall be made to schedule procurement actions to meet the established deadline. However, meeting the established deadline does not relieve the contracting office of compliance with established procurement policies including adequate competition and fair and reasonable pricing. Any known or anticipated delays which may prevent the obligation of funds by the deadline date shall be timely reported to the requisitioner. When the purchase price will exceed the monetary ceiling amount of the PR, no obligation action shall occur unless additional funds are authorized and obtained. These funds may be authorized and obtained by any of the following methods:

1. When a NAVCOMPT Form 2276 is used, an increase or a de-obligation of unused funds must be via an amended NAVCOMPT Form 2276. An increase may be requested and authorized by message when time does not permit a written requisition amendment.
2. Authorization may be obtained by telephone, but **must** be confirmed in writing.
3. Customer activities which place a high volume of purchase actions with their respective contracting office may establish written agreements to permit the contracting office to exceed the amount committed on an individual purchase request within specific amounts or limitations.

- c. **Purchase Card as Method of Payment.** When the purchase card will be used as the method of payment the Cardholder's name and telephone number shall be listed on the requisition.

**APPROVALS and/or SIGNATURES.** Purchase requests should include all necessary justifications and signatures approving the requirement. Other approvals that might be documented include items such as sole source justifications, IT approvals, HAZMAT certifications, etc. Examples of some requirements that generally require special approval can be found in Enclosure (1).

**INSPECTION and ACCEPTANCE.** Supplies obtained using simplified acquisition procedures are normally inspected and accepted at destination. Any special inspection and acceptance procedures deemed necessary by the requiring activity shall be noted on the purchase request.

**POINT of CONTACT.** POC name, telephone number and email address **must** be listed on the requisition in case additional information is required.

**OPTIONS.** The requiring activity should identify on the purchase request any known requirement that may be suitable for award as a basic contract with subsequent year's options. This allows the contracting officer to include options in purchase orders or contracts when it is in the Government's best interest.

**ITEMS REQUIRING SPECIAL ATTENTION.** A list of requirements that generally require special approvals can be found in Enclosure (1). This enclosure provides a ready reference for requisitioners, technical and contracting personnel when preparing and processing purchase requests. The guide is not intended to be all-inclusive nor is it intended to supplant the most recent regulations and directives applicable to the items/services listed. If your requirement is listed refer to NAVSUPINST 4200.85C, Enclosure (2) for specific instructions.

**UNICOR ITEMS.** UNICOR (Federal Prison Industries) sells furniture, work clothing, eyeglasses, signs, forms, and other items to Federal agencies. Their catalog is available online at <http://www.unicor.gov>. **UNICOR lost their mandatory status. However, before you can procure a product listed in the FPI Schedule from a commercial source, you shall conduct market research to determine whether the FPI product is comparable to products available from the private sector that best meet the Government's needs in terms of price, quality, and time of delivery (10 U.S.C. 2410n). If it is not comparable document the reason and forward with your requisition to the FISC Jacksonville Contracting Department. We will use competitive procedures to acquire the product; and consider a timely offer from FPI for award in accordance with your specifications and the evaluation factors in the solicitation. This sounds more confusing than it is.**

#### **RENEWAL OF RENTAL/LEASE/MAINTENANCE AGREEMENTS**

At the end of each fiscal year, **numerous** agreements expire and require renewal on 01 October. In addition, many new requests are submitted. To ensure placement of

purchase/delivery orders or a contract in a timely manner, activities are urged to submit their purchase requests by the date established by FISC Jacksonville Contracting Department. All requirements submitted after that date risk untimely processing. These documents should cite next fiscal year funds with the statement "Subject to Availability of Funds".

Activities should ensure all procurement packages for renewal and new rental/lease/maintenance agreements contain adequate information. Provided below is a checklist of required documentation:

- a. Point of contact information - name, code, telephone number and e-mail address.
- b. Purchase/delivery order number for services during last fiscal year.
- c. Physical location of equipment (building number, street address, room number, name of activity, etc.).
- d. Period of performance
- e. Place of performance of maintenance or service (building number, street address, room number, name of activity, etc.).
- f. Model number(s), serial number(s), manufacturer's name and if government-owned equipment the acquisition cost of each piece.
- g. Complete statement of work describing maintenance and/or rental services required.
- h. Complete line of accounting for next fiscal year, including cost code and fund code.
- i. If the acquisition cost of Government-owned equipment exceeds \$25,000 provide the name and telephone number of property administrator.
- j. If sole sourced, fully justify sole source documentation if the services can only be performed by one company (in accordance with FISCJAX sole source and urgency form).
- k. If the services are for lease of equipment, a lease versus purchase analysis is required.
- l. If the services involves Information Technology (IT) equipment (formerly FIP/ADPE), cellular telephones, facsimile machines, beeper/pagers, or long distance service, etc., the requirement must be certified in accordance with activity approved annual Information Technology Infrastructure Abbreviated Acquisition Program (ITIAAP) Plan (See SECNAVINST 5000.2 series).
- m. If the service involves beepers or cellular phones, provide beeper and/or cellular telephone number, model number, serial number, activity location and name of the Government employee utilizing the equipment.

Note: Government personnel that are not authorized to commit funds on behalf of the Government should be cautious to not create an "unauthorized commitment". Only warranted Contracting Officers can commit the Government. Purchase requests sent to FISC contracting activities should be followed-up by the customer to ensure a purchase/delivery order or contract has been awarded. Customers should not automatically assume a contract award or an order was made if they have not received a cancellation or rejection status from FISC.

Customers should remember to use their Purchase Cards for any purchase under the \$2,500.00 threshold. Purchase cards should be used for general annual services and maintenance such as delivery of bottled water, beepers/pagers, cellular phone service, etc. Remember, if you are procuring bottled water you must have a letter on file stating that the

water is unfit for human consumption.

**RENT/LEASE NOT JUSTIFIED.** If you are requesting rent/lease of an item that can be purchased, you must show the calculations justifying your decision. Show the calculations for the rent/lease option and then show the total ownership cost of buying the items. Include the maintenance and other ownership costs in the “purchase scenario” for the entire useful life of the item. Note that there could be a salvage value to the Government even after the end of the item’s useful life. Based on the calculations, justify your decision to rent/lease rather than purchase. See Enclosure (2).

**MARKET RESEARCH INDICATED BUT NOT ATTACHED.** Market Research is the foundation for building an effective solicitation and a successful contract. In accordance with the Federal Acquisition Regulation (FAR) 12.101 it is requested that the technical user conduct market research to substantiate whether the supplies/services are commercially available. Provide all the information collected by your activity in your market research into suggested sources. A market survey is simply finding out which companies can provide what you’re looking for. Market research can be accomplished by searching for sources over the Internet, reviewing product literature, reading technical journals, or contacting sources over the phone. Describe and document any market survey conducted. Market research **should not include** a request for pricing information unless it is readily available to the public, such as a published price list or catalog. Include companies contacted and the information they provided, especially if it concerns a sole source requirement. **Do not furnish a vendor’s quote as the Government specifications.** If your requisitions must be forwarded for approval, ensure that any attached documents are not removed during the approval process. FISC needs all relevant background information along with your funding document to ensure we procure items meeting your requirements.

**SERVICES FOR ADVICE OR ASSISTANCE** require higher level approval on your purchase request and require a statement as to Defense Technical Information Center screening. See SECNAVINST 4200.31C (<http://neds.nebt.daps.mil/Directives/4200c31.pdf>) when requesting contractor services for contractor advice and assistance to improve organization policy development, decision-making, management processes or procedures, and administration. See Enclosure (3) for sample Contract Support Service (CSS) Certification.

**URGENT PURCHASE REQUESTS.** Urgent requests are for supplies or services that will result in work stoppage are mission essential and normal processing time would result in injury to the government. Urgent requirements that are identified by the customer and documented with a valid urgency impact statement will be worked by FISC immediately upon receipt. Describe the compelling nature of the urgency, how the Government will be seriously injured and what the financial implications might be. Examples: Supplies or services needed at once because of fire, flood, hurricane or other disaster. Supplies or services required at once for repairing roofs or windows to prevent water damage or destruction of computers, office areas, personnel records, etc. Essential equipment or repair needed at once to comply with orders for a ship to deploy or for an aircraft which is grounded and as a result the Navy cannot perform its mission. Essential equipment or repair needed at

once to: (a) prevent work stoppage of \_\_\_ employees at an average hourly rate of \$ \_\_\_; or (b) repair the AN/AIR-67 Electronic Counter Measuring System. Failure to repair would result in replacement of the system an estimated cost of \$ \_\_\_\_\_. Urgent requirements can be hand carried, submitted electronically, faxed or e-mailed. Commands that fax or e-mail requirements should call the purchasing office to confirm receipt. Once the fax is received, immediate processing will begin. Good two-way communication is key to a successful transaction. See enclosure (4) for urgency justification form and J&A format.

**URGENCY JUSTIFICATION MISSING OR INADEQUATE.** All requirements estimated at over \$10,000 are required to be publicly posted for 10 days and if over \$25,000, to be published in the FEDBIZOPPS for at least 15 calendar days prior to the issuance of a solicitation unless an exception at FAR 5.202 applies to the proposed purchase, except that for commercial items, the contracting officer may –

- (1) establish a shorter period for issuance of the solicitation; or
- (2) use the combined synopsis and solicitation procedure prescribed in FAR 12.603.

The contracting officer need not submit the notice required by 5.201 when the contracting officer determines that the proposed contract action is made under the conditions described in 6.302-2 (or, for purchases conducted using simplified acquisition procedures (SAP), if unusual and compelling urgency precludes competition to the maximum extent practical) and the Government would be seriously injured if the agency complies with the time periods specified in FAR 5.203. Such determination requires a statement of urgency (SAP) or a formal Justification and Approvals (J&A) if over \$100,000. See enclosure (4) for form and J&A format.

**SOLE SOURCE REQUIREMENTS.** If the purchase description you provide limits the availability of the item or service to one source (sole source), the requisition must be accompanied by a full justification explaining why the item is the only one that will meet the Government's needs. This sole source statement must be attached to the requisition. Requirements over \$100,000 require a formal Justification and Approval (J&A) in the format specified in Federal Acquisition Regulation (FAR) Part 6.303-2 (can be found at the following web sites: <http://farsite.hill.af.mil/farsite.html>), (<http://www.arinet.gov/far>), or by contacting a FISC contract specialist). Sole source requirements over \$50 million must have the approval of the Commander, Naval Supply Systems Command, Mechanicsburg, PA. See enclosure. (4) for sole source justification form and J&A format.

- a. The justification must demonstrate that only one source and no other type of supplies/services will satisfy the minimum needs of the Government. Some reasons could be (1) Specifications/drawings (attached) contain **proprietary** or **restricted** use legends; (2) This is an aircraft/ship repair part/service that is **available only from** the original equipment manufacturer. Award to any other source would pose safety of flight issues/shipboard habitability and/or would result in unacceptable delays in fulfilling the requirement; (3) It is necessary that the item/part be acquired from the one source that is compatible and interchangeable with existing equipment.



- b. If the contractor has a unique capability, whether it is an item or service, it is insufficient to simply state that the contractor is unique. The unique characteristics must be set forth, the unique expertise must be described, or the unique equipment or facilities or proprietary data be explained.
- c. Statements that a contractor has the best capability or offers the lowest price or is the only qualified source is not justification for sole source. A strong presentation that merely establishes that the recommended source is most highly qualified to perform but does not establish why other sources cannot perform is unacceptable.
- d. Incumbency does not justify sole source.
- e. Administrative delay, lack of adequate advance planning or lack of an approved funding document does not create an urgency that justifies sole source.
- f. Timeframe does not justify a sole source. If time is a factor the following data must be explained: (1) Provide the date by which the supplies/services must be delivered; (2) Indicate how that date was determined and its significance; and (3) Indicate the impact of delay beyond that date in terms of program schedules, milestones, etc. Again uniqueness and timeframe must not be confused and inappropriately interchanged.

**SOLE-SOURCE JUSTIFICATION MISSING OR INADEQUATE.** We will compete all requirements (and you must provide specification permitting all capable offerors to quote) unless you can justify why only **ONE SPECIFIC MANUFACTURER/SERVICE PROVIDER** can fulfill the Government's minimum requirements. See Enclosure (4) for sole source justification form and J&A format.

**CITED MILSPECS/FEDSPECS ARE CANCELLED OR SUPERCEDED.** Your purchase request cites MILSPEC/FEDSPEC \_\_\_\_\_ which has been cancelled or has been revised. Please rewrite our specifications to include, where justified (see below), only current and effective MILSPECS. See the website <http://astimage.daps.dla.mil/online> for current and effective DoD specifications and standards. **NOTE:** It is now standard Government practice to use commercial standards as a basis of specification. MILSPECS should be used only when commercial specifications are not sufficient to insure adequate quality or safety standard.

**CITED GOVERNMENT-UNIQUE SPECIFICATION NOT ON THE WAIVER LISTS.** Your purchase request cites specification \_\_\_\_\_ which is: (1) not a performance specification (identified by the "MIL-PRF-" designation, (2) not a guide specification as described in DoD 4120.3-M, Appendix H, (3) is not a commercial item description (CDI), (4) is not an interface standard, (5) is not a commercial standard practice, (6) is not a military handbook, (7) is not a non-Governmental (commercial) standard, (8) is not shown on the list (<http://www.dsp.dla.mil/reform/exempt.html>) of DoD standards which we may use without a waiver, and (9) is not shown on the list ([14](http://www.acq-</a></p>
</div>
<div data-bbox=)

[ref.navy.mil/waiv.html](http://ref.navy.mil/waiv.html)) of specs which may be cited in Navy acquisitions without a waiver. Please rewrite your specification/statement of work without reference to this specification. If you believe the use of this specification or standard is justified, you must obtain a waiver in order to cite it.

**PURCHASE REQUEST INCOMPLETE (OTHER ITEMS).** NAVSUP PUB P547, available at <http://www.nll.navsup.navy.mil/nll/filedetail.cfm?id=13>, is the “Contract Request Preparation Guide”. Part 2 of that publication, beginning with page 21, is an important reference for determining the completeness of any purchase request. In addition, please provide the e-mail address of the technical point of contact, the e-mail addresses of all those who should receive the resulting order/contract, the mailing address where the contractor should send invoices, and the payment office.

**REJECTION/CANCELLATION POLICY.** In order to keep requisition cancellations to a minimum, it is the policy of FISC Jacksonville contracting to attempt to resolve problems with requisitions prior to input into the Standard Procurement System (SPS). Requirements will be screened immediately upon receipt. Customers will be asked to provide missing data or corrections to a requisition after receipt by the purchasing office but prior to input into SPS together with a deadline for submission/correction (no less than two working days). If the missing data is not provided within the time frame specified, the requisition will be returned to the originator along with a copy of the original request documentation citing POC and time of request. Returned requirements may then be resubmitted to the procurement activity with the missing information included and/or attached. A new requisition will not be required.

In the event that document errors or purchase questions are detected after input into SPS, the customer will be requested to provide the missing information. The deadline for submission of missing data for these requisitions will normally be two-three working days, but no more than three unless special circumstances apply. If the missing data is not provided within the time frame specified, the requisition will be cancelled from SPS and returned to the originator along with a copy of the original request documentation citing POC and time of request. In cases in which a document has been entered into and subsequently cancelled from SPS, the originator will need to submit a new requisition document with a new document number inasmuch as SPS will not accept a duplicate number.

#### **DESCRIPTION OF FORMS.**

A variety of forms may be utilized as purchase requests, including:

- a. Request for Contractual Procurement (NAVCOMPT Form 2276) (RCP).
- b. Order for Work and Services/Direct Citation (NAVCOMPT Form 2276a).
- c. DoD Single Line Item Requisition System Document (manual) (DD Form 1348, DoD Single Line Item Requisition System Document (manual – long form) (DD Form 1348-6) or (DD Form 1348-6) or DoD Single line Item Requisition Document (mechanical) (DD Form 1348m); and for afloat units, Non-NSN Requisition (NAVSUP Form 1250-2).
- d. DD Form 1149, Requisition and Invoice/Shipping Document

- e. Locally approved intra-activity requisition forms may be used provided they: (1) are approved by competent authority (e.g., the activity comptroller, parent command, type commander); and (2) contain all the required information cited in the forms discussed in subparagraphs (a) through (c) above.
- f. Military interdepartmental Purchase Requests (MIPR) (DD For 448). (MIPRs may be forwarded by the originating military department to another military department or government agency for purchase action.) Field contracting activities responsible for single department procurement may receive requests for purchase action on a MIPR or, from Navy activities, on a Request for Contractual Procurement (NAVCOMPT Form 2276).

**Receipt of any other form is unacceptable and may delay your procurement.** For a single requirement consisting of multiple line items, a list of the various line items or part numbers can be attached to the NAVCOMPT 2276 or the DD 1149.

**Note: The preferred method of submitting requirements to FISC Jacksonville is via electronic means. FISC JAX customers may utilize PRWeb/Acquiline to input requirements directly into the Standard Procurement System (SPS) used by our contracting personnel. By inputting your requirement directly into SPS, customers avoid delays associated with paper processing. Email requisition documents are also available at [www.jax.fisc.navy.mil/Services/Contracting/default.htm](http://www.jax.fisc.navy.mil/Services/Contracting/default.htm). These documents may be downloaded, completed, and submitted to us as an email attachment to: [fiscjax\\_rqin@jax.fisc.navy.mil](mailto:fiscjax_rqin@jax.fisc.navy.mil).**

**PAPERLESS PURCHASE REQUESTS:** Commands not using Acquiline/PRWeb are requested to e-mail their NAVCOMPT 2276, DD1149 and equivalent requests for contractual procurement to [fiscjax\\_rqin@fisc.jax.navy.mil](mailto:fiscjax_rqin@fisc.jax.navy.mil). PR's may be e-mailed, or the preferred method, direct input into the Acquiline (PRWEB) system. If over \$100,000 we will require a signature document. You may submit a scanned copy of your signed PR as an attachment to e-mail. All blocks on the PR form, i.e., FSC, Project code, COG, etc., must be completed. All PRs shall list point of contact (POC) information to include name, telephone number and e-mail address. We will be making electronic copies of NAVSUPCOMP 2276 and other useful forms available on the contracting department website.

#### **DOCUMENTATION REQUIRED FOR MICROPURCHASES (<\$2500)**

Purchases less than \$2500 (Micro Purchase) must be made by the customer using customer Government-wide Commercial Purchase Card (GCPC) or Accommodation Checks. Requirements less than \$2500 will only be accepted to be purchased by FISC with appropriate written justification, detailing one of the following circumstances:

- a. **“The following vendor(s) were contacted and refused to accept the purchase card.”** This statement is the only one that may preclude the use of the purchase card. The requiring customer shall identify at least two vendors contacted who refused the acceptance of the purchase card (only one vendor required on sole source requirements). If the buyer, at

the supporting purchasing office, locates a vendor that will accept the purchase card, the purchase request shall be returned to the requiring customer to utilize their purchase card and complete the transaction. Prior to issuing any type of award/order valued at or below \$2500, the supporting purchase office is responsible for preparing and obtaining the approval of a written determination. The only written determination authorized for processing purchase orders, orders under task and delivery order contracts, orders under basic ordering agreements or calls against blanket purchase agreements, (when not utilizing the purchase card on a stand alone basis or as the method of payment) is, "the source or sources available for the supply or service do not accept the purchase card and the contracting activity is seeking a source that accepts the purchase card."

b. **"The requested supply or service requires written terms and conditions"**. The requiring customer shall list the written terms and conditions and reasons therefore. The purchase request shall also state if the Government Commercial Purchase Card will be used as the method payment. The purchase request shall state the name and telephone number of the cardholder.

c. For more information contact the Director of Simplified Acquisition Procedures (SAP) and Operations.

#### **ACCOMMODATION CHECKS.**

a. NAVSUPINST 4200.94 and Policy Letter PC00-07, dated 6 Dec 99, provides guidance on the establishment and use of accommodation check accounts. For more information contact the Director of SAP and Operations.

b. **Definitions.**

1. **Accommodation Checks:** An alternative to cash, third party drafts and U.S. Treasury checks to be used in instances where the use of the purchase card is impracticable.
2. **Accommodation Check Cashier:** The person authorized to sign and issue accommodation checks on behalf of the command/activity.
3. **Accommodation Check Custodian:** The person authorized to order, receive, store, issue, inventory, reconcile and dispose of accommodation check stock.

c. **Establishing Accommodation Check Accounts.** Prior to establishing an accommodation check account, the command/activity must have an active purchase card program in place.

d. **Accommodation Check Use.**

1. Accommodation Checks may only be used after the command/activity has made every attempt to use the purchase card.

2. The maximum amount accommodation checks may be used for is \$2,500 (\$10,000 overseas in support of contingencies declared by the Secretary of Defense).
3. More than one checking account is allowed per installation: however the number of checkbooks shall be limited to as few as feasible, and may not exceed one per DOD tenant activity or autonomous location.
4. Each accommodation checking account shall be audited yearly.

**e. Financial considerations for use with the Accommodation Checks.**

1. Activities are responsible for all cost associated with the accommodation check program. Activities must pay 1.25 percent of the check amount for each convenience check issued.
2. Accommodation check accounts shall be bulk funded.

## **LETTERS OF AGREEMENT**

The Contract Department of Fleet & Industrial Supply Center, Jacksonville can provide our valued customers with a new, efficient method to procure supplies valued \$2,500 to \$25,000 using the Government Purchase Card. The method incorporates the use of an ordering instrument known as Letters of Agreement (LOAs). The LOA permits the cardholder to:

- a. Easily identify sources of supply
- b. Place oral orders with frequently used small businesses
- c. Benefit from discounts offered by contractors through LOAs

LOAs are awarded to small businesses for supplies. If you have a small business that you use as a source of supply, you may request that a LOA be solicited from that vendor. Additional LOAs may be solicited if a commodity that you frequently use is not covered by an existing LOA.

Purchase Cardholders who will use the LOAs to purchase supplies over the micro-purchase threshold of \$2,500 must have attended a Simplified Acquisition Procedures course. The PMR Detachment Charleston conducts this 4-day course. They periodically conduct this course at NAS Jacksonville. If you are interested in attending, notify the FISC Jacksonville Contracting Department at (904) 542-1250 or DSN 942-1250 for the schedules.

If using an LOA the activity must have:

1. The cardholders' Agency Program Coordinator (APC) raise the transaction limit of the cardholders that will use the LOAs.

2. The Purchase Cardholders placing call orders against LOAs obtain a warrant meeting the Government Purchase Card's newly established transaction limit.
3. Obtain purchase card authority from their major claimant that allows the use of the purchase card over the micro-purchase (purchase card plus authority).
4. The purchase cardholder compete the requirement amongst at least three LOA vendors to ensure adequate price competition and reasonableness.

Any questions regarding the process of LOAs contact (904) 542-1250 or DSN 942-1250 for additional information.

## **INFORMATION TECHNOLOGY (IT) REQUIREMENTS.**

a. The focus of the Information Technology (IT) policy has changed from Life Cycle Management (LCM) to IT Capital Planning and Information Technology Acquisition Management (ITAM). Field activity authority for IT acquisition is conveyed through approval of an annual Information Technology Infrastructure Abbreviated Acquisition Program (ITIAAP) Plan. The required ITAM documentation for these requirements is an ITIAAP plan. IT requirements includes computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting and displaying information.

### **b. Documentation Requirements for IT Requisitions Submitted for Processing**

1. For SAP Requirements (up to \$100,000)

The statement on each requisition that it is IAW (activity's) approved annual ITIAAP plan.

2. For Large Purchase Requirements (greater than \$100,000)

A copy of the first page and the signature page of the activity's approved annual ITIAAP plan.

3. In addition to the above IT policy, the Navy-Marine Corps Intranet (NMCI) contract was awarded on October 6, 2000 and commands will begin to transition from their current network to NMCI. The NMCI contract contains a wide range of Contract Line Items (CLINs) which may potentially be ordered. Only some of these are fully defined and priced at this time: CLINs 0001-0003, 0016-0018, 0020-0022 and 0024-0027, covering basic and enhanced fixed and portable seats, enhanced connectivity, and moves, adds and changes. Flag/SES level reviews of IT requirements covered by these CLINs are required. For priced CLINs and description go to [www.eds.com/nmci/catalog.htm](http://www.eds.com/nmci/catalog.htm). For the remainder of NMCI contract CLINs, further contractual steps must be taken before an order may be issued. The NMCI contract is not a mandatory or preferred source for these

requirements and DON activities may obtain these requirements from other sources. Accordingly, Flag/SES level reviews are not required for these requirements although NMCI should be considered as an available source in acquisition planning. If a review concludes that a requirement may be satisfied by other than the NMCI contract because it is clearly needed before it can be delivered under the NMCI contract, verification by the PCO that the NMCI contract schedule cannot be modified is not required. This restriction applies to GSA Schedule orders and delivery orders under Indefinite Delivery Type contracts as well as new purchase orders and contracts. Requisitions submitted without the appropriate review and approval shall be returned. Exceptions to this review are listed on the sample IT Review and Approval Form provided as encl. (2). NAVSUP claimant activities (NAVICP, FISCs, FOSSAC, FMSO, NAVTRANS, etc) shall submit their internal IT requirements over \$25,000 for review to NAVSUP. Non-NAVSUP claimant activity's requirements will be reviewed within the activity's chain of command, whether the activity will be purchasing the items directly or submitting a requisition to another activity. See encl. (5) for sample IT Review and Approval Format.

## ITEMS REQUIRING SPECIAL ATTENTION

Advance Payments  
Advertising  
Airlift Assets  
Asbestos and Asbestos-Containing Materials  
Black Oxide Coated Brass Threaded Fasteners  
Calling Cards, Business Cards and Employee Identification  
Christmas Decorations and Other Seasonal Decorations  
Coffee Pots, Coffee, Refreshments, Beverages, Bottled Water  
Commercial Vehicles, Purchase of  
Commercial or GSA Vehicles, Rental/Lease of (without drivers)  
Commercial Vehicles with Drivers for the purpose of Transporting Supplies or Personnel, Rental of  
Construction and other NAVFAC Services/Supplies  
Exchange of Personal Property  
Information Technology (IT) Resources  
Fireworks Display  
Hazardous Material and Hazardous Waste Disposal Contracting  
Incentive Music and Equipment  
Industrial Plant Equipment  
Investment Items  
Lodging and Meals  
Luggage  
Medical and Dental Care at Civilian Non-Federal Sources  
Membership Dues  
Navy Exchange Purchases  
Ozone Depleting Substances (Class I)  
Personal Services  
Pesticides  
Plaques, Ash Trays, Christmas Cards, Paperweight, and Other Mementos as Give-Away Items  
Plastics Aboard Ship  
Post Office Box Rental  
Printing and Duplication  
Purchase from Government Employees or Business Owned or Controlled by Government  
Employees  
Radiographic Equipment  
Sensitive Compartmented Information in Contracts  
Service Contracts Crossing Fiscal  
Shipboard Habitability Equipment, including Furniture, Laundry/Dry Cleaning and Food Service  
Equipment  
Telephone Equipment and Services  
Training  
Transportation, Purchase of  
Uniform Items  
Visual Information (VI) Equipment and Material  
Visual Information/Audiovisual, (AV) Production including Interactive Video (IVD)  
Acquisition  
Visual Information/Acquisition of Commercial Off-The-Shelf Visual Information (VI)  
Productions  
Withdrawal of tax-free Ethyl and Specially Denatured Alcohol

Encl (1)



## LEASE-PURCHASE JUSTIFICATION

### GENERAL INSTRUCTIONS

1. Completion of this form is required for all rental/leases, regardless of dollar value.
2. If the requested lease period is less than 60 days, complete only Question 6 of Part I plus all of Part II and return the form to FISC.
3. If the purchase price of the item to be leased is less than \$100,000 or the item has a useful life of less than two years, only Part I needs to be completed and returned. Please note that the purchase price of the item is the cost to buy the item outright, and NOT the estimated rental cost.
4. There are two determinations that must be completed prior to requesting a lease: (a) the "Lease versus Purchase Determination" and (b) the "Capital versus Operating Lease Determination."

### **A. LEASE VERSUS PURCHASE DETERMINATION**

In accordance with FAR 7.4, agencies should consider whether to lease or purchase equipment based on an evaluation of comparative costs. Since you believe that it is in the best interest of the Government to lease the items, you must justify this decision. Part I of this form must be completed to provide this justification information. When completing Part I, consider the following:

There are generally two different lease methods commonly requested by DoD activities:

- (1) a straight lease and (2) a lease with the option to purchase.

Straight Lease: A lease that provides for a specific period of performance, after which the Government has neither ownership of the item nor an option to purchase the item.

Lease with the Option to Purchase: A lease that includes provisions for Government purchase of the item at any time during the lease period of performance. This typically includes application of a portion of the lease payments towards the purchase price of the item.

A third type of lease method, lease to own, also exists. However, DoD activities do not utilize this method. Lease to own procedures transfer ownership of the leased item to the Government at the end of the lease period, at no additional purchase cost. Therefore, the Government is not really leasing the item, but simply making installment payments.

### **B. CAPITAL VERSUS OPERATING LEASE DETERMINATION**

Part II of this form addresses capital versus operating leases. If the item you want to lease has a purchase price over \$100,000, has a useful life of over two years, and any one of the four of the following circumstances exist, you are requesting a capital lease:

1. The lease transfers ownership of the property to the Government at the end of the lease.
2. The lease contains an option to purchase at a bargain price.
3. The total lease period exceeds 75% of the useful life of the item.
4. The total lease payments, less maintenance and transportation costs, exceed 90% of the purchase price.

Encl (2)

Otherwise, you are requesting an operating lease.

Please keep in mind that a capital lease requires capital/investment (OPN) funding for all lease payments, as well as for the purchase price. An operating lease allows for payment of lease monies with expense or operating (O&MN) funds.

**PART I - LEASE VERSUS PURCHASE INFORMATION (Requiring Activity  
Completes)**

1. Item to be leased/rented:

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2. Which current Government inventories were checked for availability of the required equipment?  
When?

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3. Why is the equipment needed and why must it be leased/rented instead of purchased. Please keep in mind that a lack of funding does not justify leasing.

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(Examples: obsolescence of equipment due to technological advances, lack of maintenance capability, etc.)

4. What is the expected lease period (i.e., 6 months, 12 months, etc.)? \_\_\_\_\_

What is the anticipated extent of usage during the lease period(i.e. 24 hrs a day / 7 days a week)? \_\_\_\_\_

5. Are there any financial or operating advantages of alternate types/makes of equipment.\_\_\_\_ If yes, please explain.

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6. Please provide market research information regarding the availability and cost of leasing/purchasing the required equipment. (If more than one type of equipment is required, provide market research information on all.)

Company	#1	#2	#3
POC & Telephone No.			
Useful Life of Equipment			
Monthly Rental/Lease Cost			
Portion of Monthly Cost Applicable to Maintenance			
Portion of Monthly Cost Applicable to Transportation			
Total Rental/Lease Cost			
Purchase Cost (less scrap or salvage value)			

If total lease costs (less maintenance and transportation costs) exceed the purchase price (considering estimated scrap or salvage value at the end of the useful life), the higher cost of leasing must be justified and proven to be in the best interest of the Government. Please provide information that supports your request.

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Describe the Government's scrap or salvage value of the owned equipment at the end of its estimated useful life. If the equipment can be refurbished (and its useful life thereby extended), what would be the estimated cost of that future overhaul and the addition to the useful life.

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**PART II- CAPITAL VERSUS OPERATING LEASE (Requiring Activity Completes ONLY if the purchase price of the item is over \$100,000.)**

1. Does your request include an option to purchase? Yes\_\_\_\_ No\_\_\_\_
2. Is the lease term (length of time for rental) equal to 75% or more of the useful life of the item? Yes\_\_\_\_ No\_\_\_\_
3. Do the total lease payments (less the maintenance and transportation costs) exceed 90% of the purchase price? Yes\_\_\_\_ No\_\_\_\_

**IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS YOU HAVE REQUESTED A CAPITAL LEASE AND MUST PROVIDE CAPITAL FUNDS FOR BOTH THE LEASE PAYMENTS AND ANY APPLICABLE PURCHASE OPTION PRICE.**

4. Are capital funds available for this requirement? Yes\_\_\_\_ No\_\_\_\_

5 Verified capital funding for this requirement with \_\_\_\_\_

Name Code Phone

To the best of my knowledge, the above information is current, accurate, and complete.

\_\_\_\_\_  
Printed Name, Title, Code, and Phone Number of Preparer:

Signature of Preparer:\_\_\_\_\_

**PART III- CONTRACTING OFFICER'S DETERMINATION (To be completed by FISC)**

\_\_\_\_\_ The customer has completed PART I and has adequately justified that leasing is in the best interest of the Government and has insured that sources of excess Government property have been screened.

\_\_\_\_\_ PART I was not adequately documented by the requiring activity; therefore, the following additional information is provided in support of the lease determination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Completion of PART I is not required as the lease timeframe is less than 60 days.

\_\_\_\_\_ The customer has completed PART II and has demonstrated that appropriate funds are available for the CAPITAL or OPERATING (circle one) lease.

Availability of capital funds was verified by: \_\_\_\_\_  
Name Title Code Phone

\_\_\_\_\_ PART II was not adequately documented by the requiring activity; therefore, the following additional information is provided in support of the lease funding determination:

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Completion of PART II is not required as the purchase price of the item is less than \$100,000 and the item is, therefore, not a capital asset, in accordance with DoD Financial Management Regulation Volume 2B, Chapter 9, Section 090103, paragraph C. 1.

Based on the above information, the Contracting Officer determines that use of lease/rental procedures rather than purchase is in the best interest of the Government and that appropriate funds are available.

<hr/>	<hr/>	<hr/>	<hr/>
Purchasing Agent/Contract Specialist	Date	Contracting Officer	Date

## CONTRACT SUPPORT SERVICE (CSS) CERTIFICATION

1. Requisition number(s): \_\_\_\_\_

1a. \_\_\_\_ The services specified in the cited requisition(s) ARE NOT contract Support Services as defined by SECNAVINST 4200.31B.

1b. \_\_\_\_ The services specified in the cited requisition(s) ARE NOT Contract Support Services and fall into the following category:

Check one	Category	Cost Accounting Code	DD350 Code
____	Individual Experts and Consultants	_____	_____
____	Studies, Analyses and Evaluations	_____	_____
____	Management Support Services	_____	_____
____	Engineering and Technical Services	_____	_____
____	Information Technology Systems	_____	_____
____	Systems Engineering	_____	_____
____	Federally Funded Research and Development Centers	_____	_____

2. The required services do not unnecessarily duplicate any previously performed work.

\_\_\_\_\_  
Signature, Typed Name and Title

Justification of need for advisory and assistance services/certification that such services do not unnecessarily duplicate any previously performed work or services (see FAR 37.206 and DFARS 237.206(c)).

Encl. (3)

Date \_\_\_\_\_

**MEMORANDUM FOR SIMPLIFIED ACQUISITIONS (<\$100K)**

From: \_\_\_\_\_

To: Contracting Officer, Fleet and Industrial Supply Center Jacksonville

\_\_ Subj: **JUSTIFICATION FOR SOLE SOURCE ACQUISITION OF**

Ref: (a) Procurement Request No.(s) \_\_\_\_\_  
(b) Federal Acquisition Regulation 6.302-1

1. **SOLE SOURCE:** This justification is provided to support contracting without full and open competition for subject requirement as authorized by 10 U.S.C. 2304(c)(1) in that the supplies or services are available from only one responsible source and no other type of supplies/services will satisfy the minimum needs of this agency. This determination is based on the following facts:

\_\_ Specifications/drawings (attached) contain **proprietary** or **restricted** use legends.

\_\_ This is a one-time buy making reverse engineering costs prohibitive.

\_\_ The restrictive rights legend will be challenged.

\_\_ \_\_\_\_\_ is the **only** source of supply. The following firms were contacted and have indicated that they cannot provide an item that will meet the needs of the Government.

_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)
_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)
_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)

\*Possible reasons that a firm could not provide a supply or service include it is something the company does not manufacture, their product line does not meet the minimum performance requirements of the Government, they could not meet the Government's delivery requirement and/or other similar reasons.

\_\_ This is an aircraft/ship repair part/service that is **available only from** the original equipment manufacturer. Award to any other source would pose safety of flight issues/shipboard safety issues/shipboard habitability and/or would result in unacceptable delays in fulfilling the requirement.

\_\_ Action will be implemented to identify additional sources for future buys.

\_\_ Action cannot be taken to establish additional sources because

\_\_ Action taken to establish NSN when applicable.

\_\_ Supply or service is required to be delivered by \_\_\_\_\_. Any delay in delivery beyond that date would preclude mission readiness by \_\_\_\_\_.

\_\_ Additional comments (if any)

2. I hereby certify that the above information is accurate and complete to the best of my knowledge and belief.

Submitted: \_\_\_\_\_ APPROVED:

\_\_\_\_\_  
(Technical)/(Equipment Specialist)

\_\_\_\_\_  
(If required) Activity Competition Advocate

Reviewed: \_\_\_\_\_ APPROVED:

\_\_\_\_\_  
(Requirement)/(Supervisor)

\_\_\_\_\_  
(Supervisory Contracting Officer)

**JUSTIFICATION FOR URGENCY ON REVERSE**

Encl (4)

Date \_\_\_\_\_

**MEMORANDUM FOR SIMPLIFIED ACQUISITIONS (<\$100K)**

From: \_\_\_\_\_

To: Contracting Officer, Fleet and Industrial Supply Center Jacksonville

Subj: **JUSTIFICATION FOR URGENT ACQUISITION OF**

Ref: (a) Procurement Request No(s) \_\_\_\_\_  
(b) Federal Acquisition Regulation 6.302-2

2. **URGENCY:** This justification is provided to support contracting without full and open competition for subject requirement as authorized by 10 U.S.C. 2304(c)(2) in that the supplies or services is of such unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. This determination is based on the following facts:

\_\_\_ Date on which the requirement was first identified. \_\_\_\_\_  
\_\_\_ Date on which the requirement was submitted. \_\_\_\_\_  
Required delivery date. \_\_\_\_\_  
\_\_\_ Explanation of why delivery by that date is required. \_\_\_\_\_

\_\_\_ Explanation of what impact delays in delivery would have on the activity. (Note: Delays in production schedules alone or failure to expend monies are not acceptable reasons for justifying urgency.)

\_\_\_ Estimated production lead time for the item (how long will it take the contractor to produce the item once he gets a contract) \_\_\_\_\_

\_\_\_ If the requirement is urgent and includes options, why are the options also urgent? \_\_\_\_\_

The following firms were contacted and have indicated that they cannot provide an item that will meet the needs of the Government.

(Company Name)	(Person Contacted)	(Date of call)	(Reason*)
_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)
_____ (Company Name)	_____ (Person Contacted)	_____ (Date of call)	_____ (Reason*)

\*Possible reasons that a firm could not provide a supply or service include it is something the company does not manufacture, their product line does not meet the minimum performance requirements of the Government, they could not meet the Government's delivery requirement and/or other similar reasons.

3. I hereby certify that the above information is accurate and complete to the best of my knowledge and belief.

Submitted: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
(Technical)/(Equipment Specialist) (If required) Activity Competition Advocate

Reviewed: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
(Requirement)/(Supervisor) (Supervisory Contracting Officer)



## **FORMAT FOR JUSTIFICATION AND APPROVAL (J&A)**

1. IDENTIFICATION OF AGENCY AND CONTRACTING ACTIVITY: The requiring activity is **(insert name of appropriate requiring activity)**; the contracting activity is the Fleet and Industrial Supply Center, Jacksonville, FL.

2. NATURE/DESCRIPTION OF ACTION: This is a **(insert "sole source," or "limited competitive," as appropriate)** action to be awarded as **(insert "a new contract," "an extension of Contract N68836-00-C-0000," or "an add-on to Contract N68836-00-C-0000," as appropriate)** **(if sole source, insert "to (the proposed contractor's name and location)."** For limited competitive procurements insert the following" Offers will be solicited from **(insert specific contractor names and locations if known or, if specific sources are not known, insert "all known potential sources")**. A **(insert type of contract)** contract is anticipated.

3. DESCRIPTION OF SUPPLIES/SERVICES: **Insert a reasonably descriptive explanation of what is being bought to enable the reader to have a succinct understanding of what it is, what its purpose is, or for what it is being used.**

4. IDENTIFICATION OF STATUTORY AUTHORITY: The statutory authority permitting other than full and open competition is **(insert one, only, of the following)**:

a. 10 U.S.C. 2304(c)(1), Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements, as implemented by FAR 6.302-1.

b. 10 U.S.C. 2304(c)(2), Unusual and Compelling Urgency, as implemented by FAR 6.302-2.

c. 10 U.S.C. 2304(c)(3), Industrial Mobilization; or Engineering, Developmental, or Research Capability, as implemented by FAR 6.302-3.

d. 10 U.S.C. 2304(c)(4), International Agreement, as implemented by FAR 6.302-4.

e. 10 U.S.C. 2304(c)(5), Authorized or Required by Statute, as implemented by FAR 6.302-5.

f. 10 U.S.C. 2304(c)(6), National Security, as implemented by FAR 6.302-6.

g. 10 U.S.C. 2304(c)(7), Public Interest, as implemented by FAR 6.302-7.

h. 10 U.S.C. 2304-(g), Test Program for Certain Commercial Items, as implemented by FAR 13.5.

5. DEMONSTRATION OF CONTRACTOR'S UNIQUE QUALIFICATIONS: **This paragraph represents the "heart" of the J&A and should be comprehensive. If the requirement can be filled only by unique supplies or services available from only one**

source or limited sources, be sure to address in full the unique qualifications of the sole source or the limited sources. Describe what is so unique about the requirement. Identify what specific capabilities, equipment, knowledge and/or experience the suggested source has that make it the only firm that is able to provide the required supplies or services.

In the case of urgency, fully address the compelling nature of the urgency and how the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. List the date on which the requisition was submitted. Are any delays fully explained? Is the required delivery date stated? Is there an explanation of why that delivery date is required? Is the estimated production lead time for the item stated?

Describe how the government would be injured and what the financial implications might be. Examples: Supplies or services needed at once because of fire, flood, hurricane or other disaster. Supplies or services required to repair roofs or windows to prevent water damage or destruction of computer, office areas, personnel records, etc. Essential equipment or repair needed at once to comply with orders for a ship in order for it to deploy or for an aircraft which is grounded and as a result the Navy cannot perform its mission. Essential equipment or repair needed at once to: Examples: (i) prevent work stoppage of \_\_\_\_\_ employees at an average hourly rate of \$ \_\_\_\_\_; or (ii) repair the AN/AIR-67 Electronic Counter Measuring System. Failure to repair would result in replacement of the system an estimated cost of \$ \_\_\_\_\_. Explain why the urgency could not have been overcome by advance planning. Contracting without providing for full and open competition shall not be justified on the basis of a lack of advance planning by the requiring activity or concerns related to the amount of funds available to the agency or activity for the acquisition of supplies and services (e.g., funds will expire).

6. CBD ANNOUNCEMENT/POTENTIAL SOURCES: Provide a narrative description of the efforts being made, including whether the acquisition has been or will be synopsized in the *Commerce Business Daily* as required by FAR 5.2, or if not, which exception under 5.202 applies. For procurements in accordance with 10

U.S.C. 2304(c)(2), insert the following statement: The synopsis requirements for FAR 5.201 are hereby waived, pursuant to the authority cited at FAR 5.202(a)(2), since the contract action is being processed under the conditions set forth at FAR 6.302-2 and the Government would be seriously injured if the agency complies with the time periods in FAR 5.203.

7. DETERMINATION OF FAIR AND REASONABLE COST: The Fleet and Industrial Supply Center, Jacksonville Contracting Officer will determine that the price negotiated for this acquisition is fair and reasonable pursuant to FAR, Part 15.

8. DESCRIPTION OF MARKET SURVEY: Describe the market survey that was conducted or reasons why a survey was not conducted. "Market survey" means attempts to ascertain whether other qualified sources capable of satisfying the Government's minimum requirements exist. This testing of the marketplace may range from written or telephone contacts with knowledgeable federal and non-federal experts regarding similar or duplicate requirements, the results of any market test recently undertaken or the more formal "sources-sought" announcement is pertinent (e.g., technical/scientific journal or the

***Commerce Business Daily*). Routine pre-solicitation synopsis in the *Commerce Business Daily* as required by Part 5 of the FAR does not constitute a market survey.**

**9. ANY OTHER SUPPORTING FACTS: Include any other facts supporting the use of other than full and open competition. The following items must be addressed when applicable:**

**a. Explanation of why technical data packages, specifications, engineering description, statements of work, or purchase description suitable for full and open competition have not been developed or are not available, the following questions should be considered in preparing your statement on the subject:**

**(1) Does your activity possess a complete technical data package?**

**(2) If not, is there a technical data package that is in the possession of some other organizational element of the Navy?**

**(3) Does your activity have a technical data package which contains restrictive legends?**

**(4) Was the technical data package acquired under a DOD contract containing the standard general provision covering rights in technical data?**

**(5) Is there any question as to whether a restrictive legend has been applied in a manner which is consistent with the requirements of the standard general provision covering rights in technical data?**

**(6) Has an effort been made to obtain permission from the supplier of the data to use the data notwithstanding the restrictive?**

**(7) Is the specific acquisition of data developed at private expense necessary in order to obtain a complete technical data package suitable for full and open competition? Would this be of economic value for future acquisitions?**

**b. When 6.3302-1 is cited for follow-on acquisitions as described in 6.302-1(b)(2), an estimate of the cost that would be duplicated and how the estimate was derived is required.**

**c. When 6.302-2 is cited, clear rationale as to the extent and nature of the harm to the Government should be addressed. Unusual and compelling urgency must be defined so that it is clear that the Navy would suffer undue harm (i.e., cost, safety hazard, loss of life) if the acquisition is processed under full and open competition procedures.**

**10. LISTING OF INTERESTED SOURCES: Provide a listing of the sources, if any, that expressed, in writing, an interest in the acquisition.**

11. ACTIONS TAKEN TO REMOVE BARRIERS TO COMPETITION: **Provide a statement of the actions, if any, the agency (i.e., the Navy) may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services occurs. This paragraph should address good faith efforts being made to enhance competition on future acquisitions and should demonstrate an honest attempt to overcome barriers to competition. It is insufficient to state that future requirements for your activity cannot be predicted if the supply or service is one which is used by other activities in the Navy.**

12. STATEMENT OF DELIVERY REQUIREMENTS: **For supply contracts insert "Delivery under proposed contract is required" (insert delivery requirements). For service contracts insert "Services under proposed contract will be performed during the period" (insert period of performance).**

13. TOTAL ESTIMATED DOLLAR VALUE OF THE ACQUISITION COVERED BY THIS J&A: **Include the total estimated dollar value for the acquisition, including options, broken down by fiscal year and appropriation.**

14. REFERENCE TO THE APPROVED ACQUISITION PLAN (AP): **If not applicable, so state; otherwise, provide reference to the approved AP when the acquisition(s) covered in the justification meet the criteria/thresholds for a written AP (see DFARS 207.103(c)(i)). In addition, a copy of the approved AP shall be attached to each justification requiring higher headquarters approval at the time the justification is submitted for approval. If the cost information contained in the approved plan is not current and complete at the time the justification is submitted for approval, an updated cost information sheet shall be provided concurrent with and separate from the justification. If the other information contained in the approved AP is not concurrent and complete at the time the justification is submitted for approval, updated AP replacement pages shall be provided with the justification. Each AP replacement page shall contain a current date, the AP number and the justification number. In the event that the AP changes are significant/extensive, consideration should be given to preparing a complete AP update. For those clearly noncompetitive acquisitions such as follow-on buys of certain weapon systems, the justification along with any required AP may be submitted for concurrent approval.**

15. DOCUMENTATION FOR SPARE/REPAIR PARTS: **Provide documentation of a review of the specifications to ensure that they reflect the minimum requirements.**

16. IDENTIFICATION OF THE CONTRACT SPECIALIST WHO PREPARED THE DOCUMENT: **Prepared by Fleet and Industrial Supply Center, Jacksonville, FL., contract specialist (insert contract specialist's name and code), who can be reached at (insert commercial and DSN telephone numbers) and (insert email address).**

TECHNICAL AND REQUIREMENTS CERTIFICATION REQUIRED BY FAR 6.303-2(b):

I certify that the facts and representations under my cognizance which form a basis for this justification are complete and accurate.

Technical Cognizance:

\_\_\_\_\_  
(Name and Title) (Code) (Telephone) (Date)

Requirement Cognizance:

\_\_\_\_\_  
(Name and Title) (Code) (Telephone) (Date)

Review and Approval Required by NAVSUPINST 4200.83B

\_\_\_\_\_  
Commanding Officer or \_\_\_\_\_  
Competition Advocate - Requiring Advocate

## Information Technology-Related Procurement Review and Approval

Activity: \_\_\_\_\_

Procurement Description:

\_\_\_\_\_

Procurement Dollar Value:

\_\_\_\_\_

Procurement Award Date:

\_\_\_\_\_

This IT Procurement is in excess of \$25,000 and does not include requirements for:

- A. Local voice services
- B. Top Secret or compartmentalized information
- C. Cryptologic-related activities related to national security systems
- D. Computer resources (hardware and software) that are physically part of, dedicated to, and essential to the performance of a weapons systems or shipboard system associated with the IT-21 effort.

NOTE: Embarkable/deployable workstations, portable computers, laptop computers, etc. are not included in the above exemptions.

\_\_\_\_\_ Waiver to use other than the NMCI contract is approved based on IT capabilities being unavailable under the NMCI contract.

\_\_\_\_\_ Waiver to use other than the NMCI contract is approved based on the requirement being essential to the successful execution of a command program initiative that is clearly needed before it can be delivered under the NMCI contract.

\_\_\_\_\_ Waiver to use other than the NMCI contract is approved for IT services for which the period of performance will expire before transition to the NMCI contract, (or a reasonable time thereafter as agreed by the NMCI Government Management Office and requesting official (see attached email, FAX, etc. agreement by the NMCI GMO)).

Approved:

\_\_\_\_\_  
Flag Officer/SES

\_\_\_\_\_  
Date

Encl (5)

DOCUMENTATION FORM FOR CONTRACT ADMINISTRATION PLAN

Ref: (a) NAVSUPINST 4330.725

Due to the nature of the effort described in Request for Contractual Procurement (RCP)/Purchase Request (PR) document number \_\_\_\_\_ for \_\_\_\_\_ type of services, specialized technical expertise is needed to ensure satisfactory contract completion. In accordance with reference (a), the following information is provided for use in developing the Contract Administration Plan (CAP) for the resulting contract.

-----  
Part I (To be completed by the Requiring Activity)

	YES	NO	REMARKS
1. What type of service is to be acquired: (The complete description is included in the Statement of Work.) Give executive summary below.			
Specify:			
a. Acquiring & Managing Consulting Services (SECNAVINST 42Q0.31C) (If yes, specify category in remarks column)	_____	_____	_____
b. Commercial Activity (CA) (OPNAVINST 4860.75)	_____	_____	_____
c. Mess Attendant Services (NAVSUPINST 4061.SD)	_____	_____	_____
d. Computer Resources Services (SECNAVINST 5231.1C)	_____	_____	_____
e. Commercial Industrial Services (CIS) (NAVSEA TQ300-AA-MMI-010/CIS Manual)	_____	_____	_____
f. Other (Specify)	_____	_____	_____
2. What areas of effort require specific Technical expertise to ensure efficient Contract administration?			
a. Monitoring contractor performance	_____	_____	_____
b. Technical guidance to contractor during performance	_____	_____	_____
c. Inspection criteria/determination of acceptability	_____	_____	_____
d. Drafts of data deliverables/reports	_____	_____	_____
e. Special personnel coordination	_____	_____	_____
f. Other (Specify)	_____	_____	_____

Encl (6)

	YES	NO	REMARKS
3. What activity in-house expertise is available to assist in the contract administration?			
a. Project Manager (Name & Position)	_____	_____	_____
b. Ordering Officer (Specify)	_____	_____	_____
c. Contracting Officer's Representative (COR) Attach nomination letter)	_____	_____	_____
d. Technical Specialist	_____	_____	_____
e. Other (Specify)	_____	_____	_____
4. Where will the contractor be required to perform?			
a. On Government Installation	_____	_____	_____
b. Contractor's Site	_____	_____	_____
c. Various locations (Attach a list specifying locations)	_____	_____	_____
FOR INDEFINITE DELIVERY TYPE CONTRACTS (IDTCs) COMPLETE THE FOLLOWING:			
5. Who will prepare the task order SOW(s)?			
a. Technical Specialist	_____	_____	_____
b. COR	_____	_____	_____
c. Various individuals for the COR (Identify individuals)	_____	_____	_____
d. Various individuals for the Ordering Officer (Identify individuals)	_____	_____	_____
e. Other (Specify)	_____	_____	_____
6. Who will prepare the INDEPENDENT Government estimate?			
a. COR	_____	_____	_____
b. Other (Specify)	_____	_____	_____
7. Who will provide the appropriate accounting and appropriation data? Specify how.			
8. What type of funding is to be provided?			
9. Who will request a proposal for an order if one is needed? Specify how.			



10. Who will review the proposal?

11. Who will issue the task orders?

12. Who will inspect the services?

13. Who will accept the services on behalf of the government?

SIGNATURES

DATE

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

The above responses describe the extent of expertise and availability within this activity. They are to be considered by the PCO in developing the Contract Administration Plan (CAP) . I agree that successful contract administration will require the expertise available at this activity.

Signature: \_\_\_\_\_  
Commanding Officer/OIC or Designee

DATE

\_\_\_\_\_  
Typed Name and Title



DEPARTMENT OF THE NAVY

FLEET AND INDUSTRIAL SUPPLY CENTER  
JACKSONVILLE, FLORIDA 32212-0097

IN REPLY REFER TO:

SSIC  
Code/Serial  
Date

From: Commanding Officer of requiring activity  
To: PCO of the applicable NFCS activity

Subj: **NOMINATION OF CONTRACTING OFFICER'S REPRESENTATIVE**

Ref: (a) NAVSUPINST 4205.3B, "Contracting Officer's  
Representative (COR)"

1. Pursuant to reference (a), I hereby nominate  
Mr./Mrs./Ms. \_\_\_\_\_ as the Contracting Officer's  
Representative (COR) for the contract resulting from requisition  
number \_\_\_\_\_ to acquire \_\_\_\_\_ supplies/services  
in support of \_\_\_\_\_.
2. Mr./Mrs./Ms. \_\_\_\_\_ qualifications are: \_\_\_\_\_.
3. Mr./Mrs./Ms. \_\_\_\_\_ title, code, business address, and  
phone number are: \_\_\_\_\_.
4. In case of any problems, disagreements, or other questions  
pertaining to the COR's performance of duties you may contact  
\_\_\_\_\_.
5. Mr./Mrs./Ms. \_\_\_\_\_ has/has not completed Navy  
approved COR training. He/she attended/is scheduled to attend  
the COR course in (month. year).
6. The individual performance rating elements of  
Mr./Mrs./Ms. \_\_\_\_\_ include/do not include the COR  
function (if not, why not).
7. If an alternate COR (ACOR) is to be appointed to act in the  
absence of the COR, also provide the information requested in  
paragraphs 1 through 6 for the ACOR.
8. I recommend that the COR be assigned the following duties:
  - a. Control all Government technical interface with the  
contractor.
  - b. Ensure that a copy of all Government technical  
correspondence is forwarded to the contracting officer (ordering

Encl (7)

officer) for placement in the contract (delivery/task order) file.

c. Promptly furnish documentation on any requests for change, deviation, or waiver, whether generated by the Government or the contractor, to the contracting officer (and ordering officer) for their action.

d. Determine causes when the contract is not progressing as expected and make recommendations to the contracting officer for corrective action.

e. Monitor contractor performance to ensure individual contractor employees are of the skill levels required and are actually performing at the levels charged against the contract during the performance period.

f. Monitor contractor performance to ensure that the labor hours charged against the contract are consistent and reasonable for the effort completed and that any travel charged was necessary and actually occurred.

g. Monitor Government Furnished Property. Ensure that property provided the contractor is authorized by the contract.

h. Complete the COR Report of Contractor's Performance in accordance with the schedule established in the contract administration plan for the contract.

9. Any changes to these recommended duties must be discussed with the undersigned prior to issuing the appointment letter.

---

Signature of Commanding Officer or Designee

SAP PROCUREMENT PLAN

From: Contracting Officer, Fleet and Industrial Supply  
Center, Jacksonville

To: \_\_\_\_\_

Ref: (a) NAVSUPINST 4200.85C, Chap. 4, para 4e, pg 4-6  
(b) FAR 5.203(a)(1) and (2)

Subj: PROCUREMENT PLAN FOR REQUISITIONS(S) \_\_\_\_\_  
FOR \_\_\_\_\_

Encl: (1) (examples) Signed acceptance copy of 2276, Revised  
SOW, etc.

The standard procurement lead time for a Simplified  
Acquisition Procurement (SAP) is 45 days. In accordance with  
references (a) and (b), All, unless an exception at FAR 5.202  
applies, requirements in excess of \$25,000 must be synopsisized,  
which is included in this lead time. However, based on the  
needs of your activity, our office will make every effort to  
have a contract in place by \_\_\_\_\_. Per our telephone  
conversation of (date), the agreed acquisition timeline to  
process your requirement is shown below:

Receipt Date	_____
Synopsis Date	_____
Request For Quote (RFQ)	_____
Issue Date	_____
Closing Date	_____
Award Date	_____

2. I will be your point of contact for this procurement and  
will be in contact with your office throughout this process. If  
you have any questions, please do not hesitate to contact me. I  
can be reached at (\_\_\_\_) \_\_\_\_-\_\_\_\_ or DSN \_\_\_\_-\_\_\_\_ or fax (\_\_\_\_)  
\_\_\_\_-\_\_\_\_ or e-mail \_\_\_\_\_.

\_\_\_\_\_  
Contracting Officer

Encl (8)

LARGE PURCHASE ACCEPTANCE MEMO AND PROCUREMENT PLAN

From: Contracting Officer, Fleet and Industrial Supply  
Center, Jacksonville

To: \_\_\_\_\_

Ref: (a) FAR 7.105 (b) (20)

Subj: ACCEPTANCE WITH PROCUREMENT PLAN FOR REQUISITIONS)  
\_\_\_\_\_ FOR \_\_\_\_\_

Encl: (1) **(if required, i.e.) Signed acceptance copy of 2276,  
Revised SOW, etc.**

Per our **(telephone conversation of (date) or (meeting of (date))**,  
the agreed acquisition milestones to process your requirement,  
as proscribed in Reference (a) is shown below:

	Planned Date
Receipt Date	_____
Acceptance Date	_____
Synopsis Date	_____
Solicitation	_____
Issue Date	_____
Closing Date	_____
Oral Presentation Date	_____
Evaluation Complete	_____
Negotiation	_____
Beginning Date	_____
Completion Date	_____
Contract Preparation,	_____
Review, Clearance	_____
Award Date	_____

2. I will be your point of contact for this procurement and  
will be in contact with your office throughout this process. If  
you have any questions, please do not hesitate to contact me. I  
can be reached at (\_\_\_\_) \_\_\_\_-\_\_\_\_ or DSN \_\_\_\_-\_\_\_\_ or fax (\_\_\_\_)  
\_\_\_\_-\_\_\_\_ or e-mail \_\_\_\_\_.

\_\_\_\_\_  
Contracting Officer

Encl (9)

**FISC JACKSONVILLE NOTICE 4235**

To: Distribution List

Subj: **PROCUREMENT PLANNING AND CUTOFF DATES FOR FY02**  
**REQUISITIONS REQUIRING PURCHASE OR CONTRACTING ACTION**

Ref: (a) NAVSUPINST 4200.84 Series  
(b) FAR Part 7.103  
(c) NAVSUP Publication 547 of Jun 94  
(d) SECNAVINST 5000.2B

Encl: (1) FISCJAX FY02 Requisition Submission Deadlines  
(2) FISCJAX Requirement for IT Requisitions  
(3) Sample IT Review and Approval Format  
(4) FISCJAX Policy for Micropurchases (<\$2500)  
(5) Lease vs Purchase Documentation Format

1. Purpose. To improve the procurement planning process and help ensure the timely obligation of FY02 customer funds by establishing cutoff dates for receipt of purchase requests (PRs) at FISC Jacksonville and all detachments and sites.

2. Scope. This notice is applicable to all activities that submit PRs to the FISC Jacksonville Contracting Department and all detachments and sites for action.

3. Background. Reference (a) discusses Procurement Administrative Lead Time (PALT) and requires each contracting activity to annually inform its customers of current PALT forecasts and required deadline dates for receipt of purchase requests.

4. Recommendations for Procurement Originators.

a. Submit purchase requests at the earliest possible time, even prior to receipt of funds, if necessary. With proper planning, presolicitation actions can be executed and solicitations readied for issuance as soon as funds are received. The Competition in Contracting Act (CICA) which became effective 1 April 1985 requires, with limited exceptions, that procurements be competed. Competitive procurements take longer to award than non-competitive procurements; hence, the need for adequate procurement lead time is critical to both the purchase of required material and services, as well as, in the timely obligation of customer funding. Reference (b)

prohibits Contracting Officers from by-passing competition due solely to a customer's lack of advanced planning or need to obligate expiring funds. Consequently, it is important that the cutoff dates listed in enclosure (1) be incorporated into your requirements planning process.

b. Ensure that procurement packages are complete and that your requirements are clearly defined. A complete/workable purchase request allows us to provide immediate service to our customer and saves you from expending time and resources on costly rework and re-submissions. All purchase requests must include a description of the required supplies or service adequate to permit competitive acquisition (this includes purchase requests for rental or maintenance of Information Technology (IT). Ensure that all procurement packaged and prepared in accordance with reference (c). Please visit NAVSUP website [www.nll.navsup.navy.mil](http://www.nll.navsup.navy.mil) to obtain a copy of the publication.

c. If the purchase description you provide limits the availability of the item or service to one source (sole source), the requisition must be accompanied by a full justification explaining why the item is the only one that will meet the Government's needs. This sole source statement must be attached to the requisition. Requirements over \$100,000 require a formal Justification and Approval (J&A) in the format specified in Federal Acquisition Regulation (FAR) Part 6.303-2. Sole source requirements over \$50 million must have the approval of the Commander, Naval Supply Systems Command, Mechanicsburg, PA.

d. As explained in reference (d), the focus of the Information Technology (IT) policy has changed from Life Cycle Management (LCM) to IT Capital Planning and Information Technology Acquisition Management (ITAM). Field activity authority for IT acquisition is conveyed through approval of an annual Information Technology Infrastructure Abbreviated Acquisition Program (ITIAAP) Plan. The required ITAM documentation for these requirements is an ITIAAP plan. See enclosure (2) for FISC JAX requirements for IT requisitions (includes computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting and displaying information) submitted for processing.

e. In addition to the above IT policy, the Navy-Marine Corps Intranet (NMCI) contract was awarded on October 6, 2000 and commands will begin to transition from their current network to NMCI. The NMCI contract contains a wide range of Contract Line Items (CLINs) which may potentially be ordered. Only some of these are fully defined and priced at this time: CLINs 0001-0013, 0016-0018, 0020-0022 and 0024-0027, covering basic and enhanced fixed and portable seats, enhanced connectivity, and moves, adds and changes. Flag/SES level reviews of requirements covered by these CLINs are required. For priced CLINs and descriptions go to [www.eds.com/nmci/catalog.htm](http://www.eds.com/nmci/catalog.htm). For the remainder of NMCI contract CLINs, further contractual steps must be taken before an order may be issued. The NMCI contract is not a mandatory or preferred source for these requirements and DON activities may obtain these requirements from other sources. Accordingly, Flag/SES level reviews are not required for these requirements although NMCI should be considered as an available source in acquisition

planning. If a review concludes that a requirement may be satisfied by other than the NMCI contract because it is clearly needed before it can be delivered under the NMCI contract, verification by the PCO that the NMCI contract schedule cannot be modified is not required. This restriction applies to GSA Schedule orders and delivery orders under Indefinite Delivery Type contracts as well as new purchase orders and contracts. Requisitions submitted without the appropriate review and approval shall be returned. Exceptions to this review are listed on the sample IT Review and Approval Form provided as enclosure 3. NAVSUP claimant activities (NAVICP, FISC's, FOSSAC, FMSO, NAVTRANS, etc) shall submit their internal IT requirements over \$25,000 for review to NAVSUP. Non-NAVSUP claimant activity's requirements will be reviewed within the activity's chain of command, whether the activity will be purchasing the items directly or submitting a requisition to another activity.

f. After identifying your required delivery date, consider both PALT and manufacturing time or service start-up time to determine the date by which you must submit your purchase request to FISC in order to ensure timely/delivery and obligation of funds. Remember, purchase requests must be submitted early enough to allow sufficient time for the procurement process and manufacturing or start-up time.

g. Requirements over \$25,000, and not available on GSA schedule, take longer to process even under Simplified Acquisition Procedures (SAP). They must be synopsisized for at least 15 days before the Request For Quotation (RFQ) can be issued. The RFQ is open from five (5) to fifteen (15) days, depending on the complexity of the requirement, and all responses must be evaluated, which can take several days. It is not simply a matter of calling three sources for prices and awarding in a day or two, it can take up to 35 to 40 days. Keep this in mind if your requirement is in excess of \$25,000 and not on GSA contract. Our Contracting Officers are available for advanced procurement planning and you are encouraged to communicate your needs to them as early as possible.

h. Establish contract options for subsequent year's requirements to ensure prompt obligation of funds with minimal administrative effort.

i. Purchases less than \$2500 (Micro Purchase) are to be made by the customer using customer Government-wide Commercial Purchase Card (GCPC). Requirements less than \$2500 will only be accepted, with appropriate written justification, to be purchased by FISC, see enclosure (4).

## 5. Action.

a. Activities should use the PALT and cutoff dates listed in enclosure (1) to plan their submission of purchase requests. The PALT shown is measured in days from receipt of a proper, complete and workable purchase request as addressed above and represents an average



or procurements of that particular type and category.

- b. Activities should ensure that their purchase requests are received at this Command no later

than the cutoff date established in enclosure (1). These dates allow for the increase in procurement workload normally experienced toward the end of the fiscal year and are not a reflection of normal PALT alone. If an urgent operational requirement necessitating procurement action arises after the applicable cut-off date, the requisition should be delivered directly to the FISC Jacksonville Customer Service Officer along with a description of the circumstances requiring the emergency procurement and exception to the established cutoff date. Each requirement will be reviewed on a case-by-case basis to determine if it can be completed before the end of the fiscal year, and you will be notified accordingly.

- c. At the end of each fiscal year, several thousand agreements for rental/lease/maintenance of various equipment and services expire and require renewal on 1 October. In addition, many new requests are submitted. To ensure these requirements are placed in as timely a manner as possible, activities are urged to submit their purchase requests as soon their FY03 purchase requirements are known. These documents should cite FY03 funds with the statement "Subject to the Availability of Funds". Also, please ensure that your FY03 document number uses the Julian date 2274.

- d. In accordance with FAR 8-001, requiring activities must submit a statement along with the requisition stating that screening for excess government property has been performed prior to initiating a lease. In accordance with DFARS 207.401, for leases of more than 60 days, the requiring activity must prepare and provide the Contracting Officer with justification supporting the decision to lease versus purchase. A determination for lease versus purchase must show that certain minimum factors have been considered in accordance with FAR 7.401. Enclosure (5) is provided for your convenience in preparing your justification.

6. Our aim is to meet our customers' contracting requirements by getting you what you need, when and where you need it. With proper planning, communications, and teamwork, we will accomplish those expectations.

7. Dissemination. It is requested that this information receive wide dissemination within your command, as well as periodic publication in the Plan of the Day, and posting on command or divisional bulletin boards.

Daniel S. Seep  
By direction

Distribution:  
FISCJAXINST 5605.1J, List B  
Special:

FISC Contracting Personnel and FISC Partners

FISCJAX SAP Sites: Mainsite Jacksonville, Mayport, FL, Kings Bay, GA,  
Pascagoula, MS, Charleston, SC, Corpus Christi, TX,  
Ingleside, TX, Kingsville, TX and Key West, FL.

FISCJAX FY02 REQUISITION SUBMISSION DEADLINES

The following deadline dates will apply to any requisition requiring purchase action by FISC Jacksonville in FY02:

<u>Estimated Value of Procurement</u>	<u>Priority</u>	<u>Deadline</u>
\$1 Million or more (including options)	All	30 Mar 02
\$100,000 to \$1 Million (including IT)	All	15 May 02
\$25,000 to \$100,000 Rental/Maintenance	All	01 Jul 02
\$25,000 to \$100,000 Non-GSA	All	15 Aug 02
Under \$25,000 FY03 Rental/Maintenance Renewals and new Requirements	All	01 Jul 02
\$25,000 - \$100,000 Available on GSA Schedule	All	14 Sep 02
Under \$25,000	4-15	21 Sep 02
Under \$25,000*	1/2/3	30 Sep 02
*NOTE: If purchase card eligible, submit required documentation in accordance with current rules & regulations.		

Note: Every effort will be made to process all requirements, time permitting. Requisitions submitted after normal cut-off dates will be processed based upon priority and end of Fiscal Year time constraints. Every effort should be made to submit requirements within the established cut-off dates in order to ensure timely processing of requirements and obligation of funding.

Enclosure (1)

The focus of the Information Technology (IT) policy has changed from Life Cycle Management (LCM) to IT Capital Planning and Information Technology Acquisition Management (ITAM). Field activity authority for IT acquisition is conveyed through approval of an annual Information Technology Infrastructure Abbreviated Acquisition Program (ITIAAP) Plan. The required ITAM documentation for these requirements is an ITIAAP plan. Requirements for IT requisitions includes computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting and displaying information.

FISC JAX REQUIREMENTS FOR IT REQUISITIONS SUBMITTED FOR PROCESSING ARE:

FOR SAP REQUIREMENTS (up to \$100,000)

The statement on each requisition that it is IAW ( activity's ) approved annual ITIAAP plan.

FOR LARGE PURCHASE REQUIREMENTS (>\$100,000)

A copy of the first page and the signature page of the activity's approved annual ITIAAP plan.

Enclosure (2)

## Information Technology-Related Procurement Review and Approval

Activity: \_\_\_\_\_  
Procurement Description: \_\_\_\_\_  
Procurement Dollar Value: \_\_\_\_\_  
Procurement Award Date: \_\_\_\_\_

This IT Procurement is in excess of \$25,000 and does not include requirements for:

- A. Local voice services
- B. Top Secret or compartmentalized information
- C. Cryptologic-related activities related to national security systems
- D. Computer resources (hardware and software) that are physically part of, dedicated to, and essential to the performance of a weapons systems or shipboard system associated with the IT-21 effort.

NOTE: Embarkable/deployable workstations, portable computers, laptop computers, etc. are not included in the above exemptions.

\_\_\_\_\_ Waiver to use other than the NMCI contract is approved based on IT capabilities being unavailable under the NMCI contract.

\_\_\_\_\_ Waiver to use other than the NMCI contract is approved based on the requirement being essential to the successful execution of a command program initiative that is clearly needed before it can be delivered under the NMCI contract.

\_\_\_\_\_ Waiver to use other than the NMCI contract is approved for IT services for which the period of performance will expire before transition to the NMCI contract, (or a reasonable time thereafter as agreed by the NMCI Government Management Office and requesting official (see attached email, FAX, etc. agreement by the NMCI GMO)).

Approved:

\_\_\_\_\_  
Flag Officer/SES

\_\_\_\_\_  
Date

Enclosure (3)

## **DOCUMENTATION REQUIRED FOR MICROPURCHASES (<\$2500)**

**In accordance with NAVSUP policy letter SA99-16, dated 08 APR 99, the requiring customer shall ensure that purchase requests forwarded to the supporting purchasing office include a written statement either on the face of the purchase request or as a separate document, detailing one of the following circumstances:**

1. **"The following vendor(s) were contacted and refused to accept the purchase card."** This statement is the only one that **may** preclude the use of the purchase card. The requiring customer shall identify at least two vendors contacted who refused the acceptance of the purchase card (only one vendor required on sole source requirements). If the buyer, at the supporting purchasing office, locates a vendor that will accept the purchase card, the purchase request shall be returned to the requiring customer to utilize their purchase card and complete the transaction. Prior to issuing any type of award/order valued at or below \$2500, the supporting purchasing office is responsible for preparing and obtaining the approval of a written determination. The only written determination authorized for processing purchase orders, orders under task and delivery order contracts, orders under basic ordering agreements or calls against blanket purchase agreements, (when not utilizing the purchase card on a stand alone basis or as the method of payment) is, "the source or sources available for the supply or service do not accept the purchase card and the contracting activity is seeking a source that accepts the purchase card." (In accordance with OUSD (A&T) memorandum of 2 October 1998.)

2. **"The requested supply or service requires written terms and conditions".** The requiring customer shall list the written terms and conditions and reasons therefore. The purchase request shall also state if the Government Commercial Purchase Card will be used as the method of payment. The purchase request shall state the name of the cardholder and telephone number.

Any questions to the above, please call Carolyn King (904) 542-1250 or Ingrid Williams (904) 542- 1076.

Enclosure (4)

### GENERAL INSTRUCTIONS

1. Completion of this form is required for all rental/leases, regardless of dollar value.
2. If the requested lease period is less than 60 days, complete only Question 6 of Part I plus all of Part II and return the form to FISC.
3. If the purchase price of the item to be leased is less than \$100,000 or the item has a useful life of less than two years, only Part I needs to be completed and returned. Please note that the purchase price of the item is the cost to buy the item outright, and NOT the estimated rental cost.
4. There are two determinations that must be completed prior to requesting a lease: (a) the "Lease versus Purchase Determination" and (b) the "Capital versus Operating Lease Determination."

### **C. LEASE VERSUS PURCHASE DETERMINATION**

In accordance with FAR 7.4, agencies should consider whether to lease or purchase equipment based on an evaluation of comparative costs. Since you believe that it is in the best interest of the Government to lease the items, you must justify this decision. Part I of this form must be completed to provide this justification information. When completing Part I, consider the following:

There are generally two different lease methods commonly requested by DoD activities: (1) a straight lease and (2) a lease with the option to purchase.

Straight Lease: A lease that provides for a specific period of performance, after which the Government has neither ownership of the item nor an option to purchase the item.

Lease with the Option to Purchase: A lease that includes provisions for Government purchase of the item at any time during the lease period of performance. This typically includes application of a portion of the lease payments towards the purchase price of the item.

A third type of lease method, lease to own, also exists. However, DoD activities do not utilize this method. Lease to own procedures transfer ownership of the leased item to the

Government at the end of the lease period, at no additional purchase cost. Therefore, the Government is not really leasing the item, but simply making installment payments.

### **D. CAPITAL VERSUS OPERATING LEASE DETERMINATION**

Part II of this form addresses capital versus operating leases. If the item you want to lease has a purchase price over \$100,000, has a useful life of over two years, and any one of the four of the following circumstances exist, you are requesting a capital lease:

2. The lease transfers ownership of the property to the Government at the end of the lease.
5. The lease contains an option to purchase at a bargain price.
6. The total lease period exceeds 75% of the useful life of the item.
7. The total lease payments, less maintenance and transportation costs, exceed 90% of the purchase price.

Otherwise, you are requesting an operating lease.

Enclosure (5)

Please keep in mind that a capital lease requires capital/investment (OPN) funding for all lease payments, as well as for the purchase price. An operating lease allows for payment of lease monies with expense or operating (O&MN) funds.

**PART I - LEASE VERSUS PURCHASE INFORMATION (Requiring Activity  
Completes)**

1. Item to be leased/rented:

\_\_\_\_\_

2. Which current Government inventories were checked for availability of the required equipment? When?

\_\_\_\_\_

\_\_\_\_\_

3. Why is the equipment needed and why must it be leased/rented instead of purchased. Please keep in mind that a lack of funding does not justify leasing.

\_\_\_\_\_

\_\_\_\_\_

---

(Examples: obsolescence of equipment due to technological advances, lack of maintenance capability, etc.)

4. What is the expected lease period (i.e., 6 months, 12 months, etc.)?

\_\_\_\_\_

What is the anticipated extent of usage during the lease period(i.e. 24 hrs a day / 7 days a week)? \_\_\_\_\_

5. What is the expected lease period (i.e., 6 months, 12 months, etc.)?

\_\_\_\_\_

What is the anticipated extent of usage during the lease period(i.e. 24 hrs a day / 7 days a week)? \_\_\_\_\_

6. Are there any financial or operating advantages of alternate types/makes of equipment. If yes, please explain. \_\_\_\_\_

—

7. Please provide market research information regarding the availability and cost of leasing/purchasing the required equipment. (If more than one type of equipment is required, provide market research information on all.)

**Company**

**#1**

**#2**

**#3**



POC & Telephone No.	_____	_____	_____
Useful Life of Equipment	_____	_____	_____
Monthly Rental/Lease Cost	_____	_____	_____
Portion of Monthly Cost Applicable to Maintenance	_____	_____	_____
Portion of Monthly Cost Applicable to Transportation	_____	_____	_____
Total Rental/Lease Cost	_____	_____	_____
Purchase Cost (less scrap or salvage value)	_____	_____	_____
Purchase Cost (less scrap or salvage value)	_____	_____	_____

If total lease costs (less maintenance and transportation costs) exceed the purchase price (considering estimated scrap or salvage value at the end of the useful life), the higher cost of leasing must be justified and proven to be in the best interest of the Government. Please provide information that supports your request.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the Government's scrap or salvage value of the owned equipment at the end of its estimated useful life. If the equipment can be refurbished (and its useful life thereby extended), what would be the estimated cost of that future overhaul and the addition to the useful life.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART II- CAPITAL VERSUS OPERATING LEASE (Requiring Activity Completes ONLY if the purchase price of the item is over \$100,000.)**

- Does your request include an option to purchase? Yes\_\_\_\_\_ No\_\_\_\_\_
- Is the lease term (length of time for rental) equal to 75% or more of the useful life of the item? Yes\_\_\_\_\_ No\_\_\_\_\_

3. Do the total lease payments (less the maintenance and transportation costs) exceed 90% of the purchase price? Yes\_\_\_\_ No\_\_\_\_

**IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS YOU HAVE REQUESTED A CAPITAL LEASE AND MUST PROVIDE CAPITAL FUNDS FOR BOTH THE LEASE PAYMENTS AND ANY APPLICABLE PURCHASE OPTION PRICE.**

4. Are capital funds available for this requirement? Yes\_\_\_\_ No\_\_\_\_

- 5 Verified capital funding for this requirement with \_  
Name\_\_\_\_\_Code\_\_\_\_\_Phone\_\_\_\_\_

To the best of my knowledge, the above information is current, accurate, and complete.

\_\_\_\_\_  
Printed Name, Title, Code, and Phone Number of Preparer:

Signature of Preparer:\_\_\_\_\_

**PART III- CONTRACTING OFFICER'S DETERMINATION (To be completed by FISC)**

\_\_\_\_\_ The customer has completed PART I and has adequately justified that leasing is in the best interest of the Government and has insured that sources of excess Government property have been screened.

\_\_\_\_\_ PART I was not adequately documented by the requiring activity; therefore, the following additional information is provided in support of the lease determination:

\_\_\_\_\_ Completion of PART I is not required as the lease timeframe is less than 60 days.

\_\_\_\_\_ The customer has completed PART II and has demonstrated that appropriate funds are available for the CAPITAL or OPERATING (circle one) lease.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Completion of PART II is not required as the purchase price of the item is less than \$100,000 and the item is, therefore, not a capital asset, in accordance with DoD Financial Management Regulation Volume 2B, Chapter 9, Section 090103, paragraph C. 1.

Based on the above information, the Contracting Officer determines that use of lease/rental procedures rather than purchase is in the best interest of the Government

and that appropriate funds are available.

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Purchasing Agent/Contract Specialist	Date
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Contracting Officer	Date
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**CONTRACTING DEPARTMENT TELEPHONE LIST**

**FAX: (904) 542-1087**

**COMM: (904) 542-XXXX**

**DSN: 942-XXXX**

26 Jul 02

Lemler, Bruce N., CDR	Director of Contracting	1064
Bergeron, Larry	Deputy Director of Contracting	1065
Clark, Tisa	ISSOT	0464

**Main Site**

**Large Purchase**

FAX: (904) 542-1098

Kennedy, Fran	Division Manager	1062
West, Victoria	Contract Specialist	1253
Jackson, Jackie	Contract Specialist	1264
Shafer, Robin	Contract Specialist	1063
Eichholz, Kay	Contract Specialist	1246
Norris, Brenda	Contract Specialist	1139
Turner, Rolondo	Contract Specialist	1166
Woloscheck, Jackie	Contract Administrator	1248
Fenn, Margaret	Procurement Tech	1070
Beck, Debbie	ISSOT	1060

**NMCI/Special Projects**

FAX: 542-1095

Kunde, Darlene	Director of NMIC/SP	1073
Washington, Rebecca	Contract Specialist	1162
Mullins, Ryan	Contract specialist	1256
Acampora, Anthony	Contract Specialist	0472
Callahan, Gladys	Contract Specialist	1067
Ison, Paul	Contract Specialist	1061
Washington, Mattie	Contract Specialist	1082
Starks, Arleen	Contract Specialist	0471

Enclosure (11)

**Policy & Analysis Division**

FAX: (904) 542-1096

Palmer, Janell	Division Manager	1251
Clark, Laverne	Procurement Analyst	1265
Roberts, Sandy	Procurement Analyst	1255

**Voucher Payment**

FAX: (904) 542-0142

Clements, Vernice	Supv, Voucher Pymt	0148
Williams, Shirl R	Supply Tech	0147
Lewis, Debrah	Supply Tech	0146
Tojfolio, David	Supply Tech	1219

**Small Purchase and Operations Division**

FAX: (904) 542-0927

King, Carolyn	Division Manager	1250
Williams, Ingrid	Program Assistant	1076
Pearson, Sheila	Purchasing Agent	1140

**NADEP**

FAX: (904) 542-1111

Harmon, Venita	Supv Purchasing Agent	1229
Mathews, Bobby	Purchasing Agent	1083
Poitier, Clarice	Purchasing Agent	1132
Nelson, Linda	Purchasing Agent	1077
Jones, Lula	Purchasing Agent	1071

**Kings Bay**

FAX: (912) 673-2007

COMM: **(912) 673-2001 (ext) / (912) 673-XXXX (direct \*)**

**DSN: 573-XXXX**

Foulk, Carol	Supv, Contract Spec	*2124
Basse, Libby	Secretary	*2135
Walker, Carolyn	Purchasing Agent	8517
Wilson, Carolyn	Purchasing Agent	9283
Settle, Alice	Purchasing Agent	3804

Bohannon, Juliet	Purchasing Agent	3800
Hill, Donna	Purchasing Agent	2656
Brown, Andrea	Purchasing Agent	4422
Miller, Nina	Purchasing Agent	6963
Green, Tracy	Purchasing Agent	3805
Livingston, Gianna	Procurement Tech	6559
Durr, Dwayne	File Clerk	9277
Lemon, Dawn	Contractor	8516

### **Charleston**

FAX: (843) 764-4140  
**COMM: (843) 764-XXXX**  
**DSN: 794-XXXX**

House, Nancy	Director	7292
Juneau, Carolyn	Admin Assistant	7721
Wilhite, Lori	Lead Purchasing Agent	7180
Crosby, Diane	Purchasing Agent	4159

### **Corpus Christi**

FAX: (361) 961-2394  
**COMM: (361) 961-XXXX**  
**DSN: 861-XXXX**

Guevara, Joy CDR	Site Director	3661
Vera, Lino	Contract Specialist	3662
Garcia, Jesse	Purchasing Agent	3877
Garza, Baldomero	Purchasing Agent	3878
Claridge, Larry	Purchasing Agent	2345

### **Guantanamo Bay**

FAX: 9-011-5399-4546 (GITMO)  
**FAX: (904) 751-8887 (BLOUNT ISLAND)**

Dowden, Thomas, CDR	Supply Officer	9-011-5399-4656
Hettler, Mig	Asst Supply Officer	9-011-5399-4431
Oakerson, David	GITMO Expediter	751-8886

### **Ingleside**

FAX: (361) 776-4519  
**COMM: (361) 776-XXXX**  
**DSN: 776-XXXX**

Williams, Phyllis	Purchasing Agent	5530
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Gauntt, Marie (Lynda)	Purchasing Agent	4533
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### **Kingsville**

**FAX: (361) 516-6928**  
**COMM: (361) 516-XXXX**  
**DSN: 876-XXXX**

Dominguez, Joe	Purchasing Agent	6168
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### **Mayport**

**FAX: (904) 270-6498**  
**COMM: (904) 270-5699**  
**DSN: 960-XXXX**

Piekuses, Eddie LT	Site Director	ext 118
Hart, Mary	Supv Purchasing Agent	ext 150
Hopper, Judy	Purchasing Agent	ext 147
Navarro, Luis	Purchasing Agent	ext 156
Frisko, Kathy	Purchasing Agent	ext 146
Reich, Ellen	Procurement Tech	[1-800-955-8770 270-6497 (TDD-voice)] [1-800-955-8771 (TDD only )]
Colquoun, Bob	ISSOT	ext 154

### **Pascagoula**

**FAX: (228) 761-2130**  
**COMM: (228) 761-XXXX**  
**DSN: 358-XXXX**

Bartee, Lacy LCDR	Site Director	2006
Hosack, Mary	Small Purchase Supv	2120
Murray, Alisa	Purchasing Agent	2009

### **FISC Counsel**

**FAX: (904) 542-1100**

Adams, Phil	Counsel	1260
Storey, Kevin	Assistant Counsel	5185
Tinkler, Kathy	Paralegal	1128

Key, Sharon	Legal Technician	1127
-------------	------------------	------

**SMALL BUSINESS**

FAX: (904) 5421099

Rife, Glenda	Deputy for Small Business	1143
Williams, Carolyn	Small Business Spec	1031
Ray, Margaret	Procurement Tech	1143



CONTRACTING EMAIL

**FAX: (904) 542-1087**  
**COMM: (904) 542-XXXX**  
**DSN: 942-XXXX**  
**26 JUL 02**

**(Name)@jax.fisc.navy.mil**

Bruce_N_Lemler	Director of Contracting	1064
Lawrence_M_Bergeron	Deputy Director of Contracting	1065
Tisa_D_Clark	Contractor	0464

Main Site

Large Purchase  
@jax.fisc.navy.mil

Fran_Kennedy	Division Manager	1062
Victoria_D_West,	Contract Specialist	1253
Jacquelyn_S_Jackson	Contract Specialist	1264
Robin_Shafer	Contract Specialist	1063
Kay_P_Eichholz	Contract Specialist	1246
Brenda_K_Norris	Contract Specialist	1139
Rolondo_R_Turner	Contract Specialist	1166
Jacquelin_J_Woloscheck	Contract Administrator	1248
Margaret_C_Fenn	Procurement Tech	1070
Debra_J_Beck (Debbie)	Contractor	1060

Encl (12)

**NMCI/SPECIAL PROJECTS**  
**@jax.fisc.navy.mil**

Darlene_M_Kunde	Director, NMCI	
Rebecca_Washington	Contract Specialist	1162
Ryan_M_Mullins	Contract Specialist	1256
Acampora, Anthony	Contract Specialist	0472
Washington, Mattie	Contract Specialist	1082
Paulino_J_Ison	Contract Specialist	1061
Gladys_D_Callahan	Contract Specialist	1067
Arleen_L_Starks	Contract Specialist	0471

**Policy & Analysis Division**  
**@jax.fisc.navy.mil**

Janell_G_Palmer	Division Manager	1251
Cassandra_F_Roberts	Procurement Analyst	1255
Laverne_M_Clark	Procurement Analyst	1265

**Small Purchase/ Operations**  
**@jax.fisc.navy.mil**

Carolyn_F_King	Division Manager	1250
Sheila_A_Pearson	Purchasing Agent	1140
Ingrid_S_Williams	Program Asst	1076

**NADEP**  
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Venita_K_Harmon	Supv Purchasing Agent	1229
Bobby_A_Mathews	Purchasing Agent	1083
Clarice_L_Poitier	Purchasing Agent	1061
Linda_F_Nelson	Purchasing Agent	1077
Lula_L_Jones	Purchasing Agent	1071

**Kings Bay**

FAX: (912) 673-2007  
COMM: (912) 673-XXXX (direct \*)  
**(912) 673-2001 (ext)**  
**DSN: 573-XXXX**  
**@jax.fisc.navy.mil**

Carol_A_Foulk	Purchasing Agent	*2124
Elizabeth_S_Basse	Secretary	*2135
Carolyn_S_Walker	Purchasing Agent	8517
Carolyn_B_Wilson	Purchasing Agent	9283
Alice_M_Settle	Purchasing Agent	3804
Juliet_M_Bohannon	Purchasing Agent	3800
Donna_M_Hill	Purchasing Agent	2656
Andrea_B_Brown	Purchasing Agent	4422
Nina_A_Miller	Purchasing Agent	6963
Tracy_L_Green	Purchasing Agent	3805
Gianna_L_Livingston	Procurement Tech	6559
Dawn_M_Lemon	Contractor	8516

**Charleston**

FAX: (843) 764-4140  
**COMM: (843) 764-XXXX**  
**DSN: 794-XXXX**  
**@nwschs.navy.mil**

House_Nancy	Director	7292
Juneau_Carolyn	Admin Support Assistant	7721
Wilhite_Lori	Lead Purchasing Agent	7180
Crosby_Diane	Purchasing Agent	4159

**Corpus Christi**

**FAX: (361) 9612394**  
**COMM: (361) 961-XXXX**  
**DSN: 861-XXXX**  
**@navdafgw.navy.mil**

Nascc_supply_officer (LCDR Guevara)	Site Director	3661
Vera.L	Contract Specialist	3662

Jesse_Garcia	Purchasing Agent	3877
Baldomero_Garza	Purchasing Agent	3878
Larry_Claridge	Purchasing Agent	2345

**Guantanamo Bay**

**@usnbgtno.navy.mil**

N40	(CDR Dowden)	Supply Officer	9-011-5399-4656
N40a	Mig Hettler	Asst Supply Ofc	9-011-5399-4431

**Ingleside**

**FAX: (361) 776-4519**  
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Phyllis_Williams	Purchasing Agent	5530
Maria_Gauntt	Purchasing Agent	4533

**Kingsville**

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Dominguez.J	Purchasing Agent	6168
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**Mayport**

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Edmund_I_Piekusis	Site Director	ext 118
Mary_L_Hart	Supv Purchasing Agent	ext 150
Judith_K_Hopper (Judy)	Purchasing Agent	ext 147
Luis_J_Navarro	Purchasing Agent	ext 156
Katherine_F_Frisko	Purchasing Agent	ext 146
Ellen_E_Reich	Procurement Tech	[1-800-955-8770 270-6497 (TDD-voice)] [1-800-955-8771(TDD only )]

Robert_A_Colcuhoun	(Bob)	Contractor	ext 154
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### **Pascagoula**

FAX: (228) 761-2130  
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**DSN: 358-XXXX**  
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Supply@ns-pascagoula.navy.mil	Site Director (Lt Bartee)	2006
Mary_L_Hosack	Small Purchase Supv	2120
Alisa_C_Murray	Purchasing Agent	2009

### **FISC Counsel**

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Philip_E_Adams	Counsel	1260
Kevin_A_Storey	Assistant Counsel	5185
Kathleen_W_Tinkler (Kathy)	Paralegal	1128
Sharon_L_Key	Legal Technician	1127

### **SMALL BUSINESS**

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Glenda_E_Rife	Deputy for Small Business	1143
Annie_C_Williams (Carolyn)	Small Business Specialist	1031
Margaret_L_Ray	Procurement Tech	1068